

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: DA220

This authority covers records documenting the function of
Operational policing

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no DA220

SR file no 16/0385

Scope This retention and disposal authority covers records documenting the function of Operational policing.

Public office NSW Police Force

Approval date 15/07/2021

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives and Records NSW) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW's functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives and Records NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office **must not** permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Archives and Records NSW.

Administrative change

This retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

State Archives and Records NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives and Records NSW of any proposed changes or amendments to the authority.

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives and Records NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

State Archives and Records NSW
 PO Box 516
 Kingswood NSW 2747
 Telephone: (02) 9673 1788
 E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority Operational policing

Authority number: DA220

Dates of coverage: Open

List of Functions and Activities covered

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1.0.0 OPERATIONAL SUPPORT OF POLICING

Note: this disposal authority does not cover the disposal of records that is permitted under the relevant legislation, for example:

- Finger printing and hand printing of applicants—police officers (*Police Act 1990*)
- records of telecommunications interception and access (e.g. *Telecommunications (Interception and Access) (New South Wales) Act 1987*)
- records obtained by use of surveillance devices and orders for forfeiture (e.g. *Surveillance Devices Act 2007*)
- return/disposal of items seized, and certain photographs, fingerprints and palm prints taken from person in custody and other offenders (*Law Enforcement (Powers and Responsibilities) Act 2002*).

See General Retention and Disposal Authority *Higher and further education* for records relating to the provision of higher and further education to students.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements for the exchange of information with approved organisations

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Customer service** for lists of persons requiring protective services, including contact details of diplomatic staff.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Employee service history** for records relating to the management of appointments and issue of firearms to police officers.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions or Marketing** or GDA11 Audio visual programs and recordings for recordings of the police band.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Control** for records relating to databases used for control of processes relating to legal cases, human sources, missing persons etc

1.1.0 Operations & operational support

The function of performing day-to-day policing actions that do not relate specifically to a criminal investigation.

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| 001 | <p>Operational policy</p> <p>Records relating to the development and review of operational police force policies. Includes:</p> <ul style="list-style-type: none"> • policy proposals | Required as State archives |
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| No. | Description of records | Disposal action |
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| <i>OPERATIONAL SUPPORT OF POLICING - Operations & operational support</i> | | |
| | <ul style="list-style-type: none"> • options considered • research and drafting papers • consultations with internal and external stakeholders • final versions of policies. | |
| 002 | <p>Operational procedures</p> <p>Final versions of procedures that relate to gun control and the treatment of individuals who are arrested or who are suspects, e.g. crime prevention and detection, conduct of criminal investigations, the arrest of persons and management of persons in custody, and control of weapons.</p> | Required as State archives |
| 003 | <p>Operational procedures</p> <p>Final versions of operational procedures for emergency response, forensic examination, professional standards, roads and water traffic safety etc.</p> | Retain minimum of 75 years after superseded, then destroy |
| 004 | <p>Development of operational procedures</p> <p>Records relating to the formulation of operational police procedures relating to emergency response, forensic examination, roads and water traffic safety, and professional standards etc.</p> | Retain minimum of 10 years after action completed, then destroy |
| 005 | <p>Operational programs</p> <p>Records relating to the formulation, implementation and review of programs aimed at detecting, reducing and preventing crime that have a statewide impact or result in a major change in direction and administration of programs and operations. Includes:</p> <ul style="list-style-type: none"> • proposals and options considered • research • summaries of consultation with internal and external stakeholders • summary/final reports. | Required as State archives |
| 006 | <p>Operational programs – minor and recurring review</p> | Retain minimum of 10 years after |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | <p>Records relating to the administration and coordination of routine operational programs and projects. Includes:</p> <ul style="list-style-type: none"> • proposals • reports etc. | <p>action completed, then destroy</p> |
| 007 | <p>Operations - planning</p> <p>Records relating to the planning and management of police force (or joint) operations and arrangements that support major/special events, are a response to high-risk situations or protection of persons, organisations, vital installations and critical infrastructure. Includes:</p> <ul style="list-style-type: none"> • impact on general policing operations; • provision of safe event environments; • establishment of effective partnerships with external agencies; • planned events; • public order incidents; • reactionary events; • licences and permits granted by the police; • security response; • movements of dignitaries; • contingency plans; and • public order management issues where there is a risk of politically motivated violence or terrorism. | <p>Retain minimum of 50 years after action completed, then destroy</p> |
| 008 | <p>Situation reports (SITREPS), Briefings and Operational orders</p> <p>Records relating to situational reports (SITREPS), briefings, operational orders and tasking received, sent or issued within the police force. Includes:</p> <ul style="list-style-type: none"> • debriefing summaries; • briefing papers; | <p>Retain minimum of 30 years after action completed, then destroy</p> |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | <ul style="list-style-type: none"> • situation reports (SITREPS); • tasking sheets. | |
| 009 | <p>Undercover / Covert Operations</p> <p>Records relating to the application, approval and management of undercover / covert operations (including controlled operations) for the purpose of gathering evidence or intelligence. Includes:</p> <ul style="list-style-type: none"> • applications and authority to conduct the operation, including authorised variations and revocations; • notices and reports of undercover & covert operational plans and certificates and any other relevant correspondence; • records relating to the suppression of a person's identity for law enforcement and investigative purposes (addresses, telephone numbers, vehicle registration, electoral information); • Target applications / information; • Operation running & tasking sheets; • Job Dossiers; • Applications, approvals and use of assumed identities for law enforcement purposes (including requirements for the provision of use in evidence, revocation, credit cards and statements, drivers licences, documentation issued by other organisations relating to the assumed name e.g. Department of Fair Trading business name registration and any other relevant correspondence or documentation);¹ and • applications and approvals for the use of target applications such as technical devices, covert operatives and associated surveillance and support teams. | <p>Retain minimum of 50 years after action completed, then destroy</p> |
| 010 | <p>Undercover / Covert Operations – audits</p> | <p>Retain minimum of 10 years after</p> |

¹ December 2021 words "Applications, approvals and use" added.

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| | Records relating to annual audits of records relating to the use of assumed identities. | action completed, then destroy |
| 011 | <p>Camera recordings which result in no arrest</p> <p>Records relating to camera recordings, such as body worn video (BWV) recordings of incidents that capture a person of interest or the actions of a police officer:</p> <ul style="list-style-type: none"> • which do not result in an arrest; or • which are not identified as being required for other operational purposes (such as intelligence gathering, criminal, complaint or critical incident investigation, work health and safety incident). | Retain minimum of 7 years after action completed, then destroy |
| 012 | <p>Camera recordings which capture nothing of note</p> <p>Records relating to camera recordings, such as body worn video (BWV) recordings that do not record an event, incident or anything noteworthy. Includes the recording and related metadata.</p> | Retain minimum of 6 months after action completed, then destroy |
| 013 | <p>Occurrences pads</p> <p>Occurrence Pads and indexes recording reports of events, incidents and occurrences.</p> <p>Note: this entry covers Occurrence pads in paper format which were created up until c1994 prior to their replacement by electronic systems.</p> | Required as State archives |
| 014 | <p>Official Duty Books, Notebooks and Accountable books</p> <p>Duty records, such as duty books and notebooks or any other officially duty recording tool or accountable book, used for the recording of events, incidents and occurrences.</p> | Retain minimum of 30 years after action completed, then destroy |
| 015 | <p>Local reports of events and incidents from the public</p> <p>Records relating to the local recording of reports of events, incidents and occurrences. Includes:</p> <ul style="list-style-type: none"> • telephone message pads • general station pads • beat police daily log | Retain minimum of 5 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | <ul style="list-style-type: none"> • incident report forms. <p>Excludes Occurrence Pads and Indexes.</p> | |
| 016 | <p>Rostering of NSWPF personnel</p> <p>Records relating to rostering of police force personnel. Includes:</p> <ul style="list-style-type: none"> • daily duty rosters • overtime forms • validation reports. | Retain minimum of 20 years after action completed, then destroy |
| 017 | <p>Criminal history reports</p> <p>Records relating to criminal histories.</p> <p>Includes databases containing datasets used for the control of criminal history records. A person with a criminal history is any person who has been charged with an offence</p> | Unless destruction is required by a court order or determination, retain for a minimum of 80 years, then destroy |
| 018 | <p>Criminal history checks conducted by the police force</p> <p>Records relating to criminal history checks conducted by the police force. Including:</p> <ul style="list-style-type: none"> • National Criminal History Record Checks (NCHRC); • checks requested for visa and adoption purposes; • specified licensing purposes; and • paid employment where a community benefit is achieved. <p>Includes disputes concerning information resulting from criminal history checks.</p> | Retain minimum of 2 years after action completed, then destroy |
| 019 | <p>Deceased person reports</p> <p>Records relating to reports of deceased persons, including death by suicide.</p> | Retain minimum of 5 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | Note: If the NSWPF is requested/directed to investigate the death by the Coroner, refer to DA221-063 | |
| 020 | <p>Burial/cremation of destitute persons</p> <p>Records relating to arrangements for the burial/cremation of destitute persons.</p> | Retain minimum of 2 years after action completed, then destroy |
| 021 | <p>Identity of deceased persons in an emergency or disaster incident</p> <p>Records relating to the establishment of the identity of deceased persons in an emergency or disaster incident. This includes victim lists and disaster victim identification (DVI) case files.</p> | Retain minimum of 30 years after action completed, then destroy |
| 022 | <p>Disaster Victim Identification (DVI) or Disaster Victim Registration (DVR) processes</p> <p>Records relating to the co-ordination and administration of disaster victim identification and registration processes. Includes:</p> <ul style="list-style-type: none"> • establishment of Anti Mortem / disaster victim identification / disaster victim registration reconciliation centres • liaison with government agencies and grief counsellors • communications with relatives. | Retain minimum of 10 years after action completed, then destroy |
| 023 | <p>Declaration or revocation of an emergency situation</p> <p>Records relating to the declaration or revocation of an emergency situation by the police force or by an external authority.</p> | Retain minimum of 10 years after action completed, then destroy |
| 024 | <p>Registration of all exhibits</p> <p>Records relating to the registration of all exhibits, including drug exhibits.</p> | Retain minimum of 20 years after action completed, then destroy |
| 025 | <p>Registration of all property</p> <p>Records relating to the registration of any and all property, including:</p> <ul style="list-style-type: none"> • miscellaneous or lost and found property; | Retain minimum of 20 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | <ul style="list-style-type: none"> • prisoner and stolen property; • documents; and • motor vehicles in motor yards. | |
| 026 | <p>Claims for property</p> <p>Records relating to claims for property.</p> | Retain minimum of 7 years after action completed, then destroy |
| 027 | <p>Disposal of property and exhibits</p> <p>Records relating to the disposal of property and exhibits, including drugs.</p> | Retain minimum of 10 years after action completed, then destroy |
| 028 | <p>Indemnity receipts and relinquishing orders</p> <p>Records of indemnity receipts and relinquishing orders in relation to property.</p> | Retain minimum of 5 years after action completed, then destroy |
| 029 | <p>ERISP registers</p> <p>Records relating to the control of the creation and movement of electronic recordings of interviews with suspect persons (ERISP).</p> <p>Note: All ERISP recordings are to be managed with the respective investigative records. Please contact NSWPF information and records management for advice on historical ERISP recording that have been retained externally of the investigative case file and that:</p> <ul style="list-style-type: none"> • have no identifying metadata • are analogue in format that cannot be reviewed • are not playable as a result of the age or type of media. | Retain minimum of 30 years after action completed, then destroy |
| 030 | <p>Requests to copy ERISPs</p> <p>Records related to the copying and transcription of electronic recordings of interviews with suspect persons (ERISP).</p> | Retain minimum of 5 years after action completed, then destroy |
| 031 | <p>In-car video (ICV)</p> <p>Records relating to the surveillance of traffic incidents. Includes in-car recordings of audio and video/visual</p> | Retain minimum of 20 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | systems installed in police vehicles to monitor actions of officers and possible offenders. | |
| 032 | <p>Collection, testing and analysis of alcohol and drugs on vehicle operators</p> <p>Records relating to the collection, testing and analysis of alcohol and drugs on vehicle operators. Includes logs and reports not included in investigation case files.</p> | Retain minimum of 10 years after action completed, then destroy |
| 033 | <p>Management of traffic policing specialised equipment</p> <p>Records relating to the maintenance, testing and calibration of equipment for the monitoring of traffic behaviour, including speed and alcohol/drug related traffic offences and operations.</p> | Retain minimum of 6 years after action completed, then destroy |
| 034 | <p>Permits to undertake events or routine activities with road and water traffic</p> <p>Records relating to the granting and processing of those records which give formal permission to undertake routine events or activities associated with road and water traffic. Includes requests and permits for routine & minor events, major event and oversize/load permits.</p> | Retain minimum of 7 years after action completed, then destroy |
| 035 | <p>Liaison about road, traffic and transport services.</p> <p>Records relating to liaison with government and non-government bodies concerning road, traffic and transport services.</p> | Retain minimum of 5 years after action completed, then destroy |
| 036 | <p>Towing vehicles</p> <p>Records relating to the towing of vehicles. Includes vehicles towed in relation to:</p> <ul style="list-style-type: none"> • accidents; • parking violations; • abandoned or damaged vehicles. | Retain minimum of 3 years after action completed, then destroy |
| 037 | <p>Research to support road and water traffic safety</p> <p>Records relating to major and minor research carried out to support road and water traffic safety.</p> | Retain minimum of 10 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| 038 | <p>Key holder details</p> <p>Records relating to recording key holder details of residential properties.</p> | Retain until administrative or reference use ceases, then destroy |
| 039 | <p>Appointments issued to NSWPF Officers</p> <p>Records relating to the management and allocation of appointments and arms to police force employees.</p> | Retain minimum of 50 years after action completed, then destroy |
| 040 | <p>Call and radio transmissions, including 000</p> <p>Records relating to the recordings of call and radio transmissions required for evidential purposes. Includes communications to or from officers in the field and emergency calls from the public. Includes:</p> <ul style="list-style-type: none"> • archived incident details of calls for assistance and reporting of incidents; • allocation and management of jobs; • events and occurrences; • 000 calls; • Call histories; • message and radio sheets; • control centre call report forms; and • radio logbooks. | Retain minimum of 30 years after action completed, then destroy |
| 041 | <p>Establishment of special operations radio channels</p> <p>Records relating to the establishment of special operations radio channels.</p> | Retain minimum of 3 years after action completed, then destroy |
| 042 | <p>Requests to trace calls</p> <p>Records relating to requests for the tracing of telephone calls. Includes:</p> <ul style="list-style-type: none"> • emergency, life threatening or bomb threats; and • unwanted or malicious calls. | Retain minimum of 1 year after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| 043 | <p>Establishment of communications Centres</p> <p>Records relating to communications assistance and support for operational police. Includes records relating to the establishment of emergency centres such as:</p> <ul style="list-style-type: none"> • public inquiry and information centres • victim inquiry centres. | Retain minimum of 5 years after conclusion of operation or emergency, then destroy |
| 044 | <p>NSWPF Operational databases/systems</p> <p>Police force operational systems and databases used for the control of information and processes relating to:</p> <ul style="list-style-type: none"> • the management of police investigations and operations; • the creation; handling and management of briefs of evidence and their presentation at courts; • missing persons (including unidentified bodies and related DNA information); • source management activity (including case file records, managing sources, de-activated sources and source associations and provision of benefits/regards to sources); • datasets used for the control of anti-mortem information relating to Disaster Victim Identification (DVI); • the registration of photographs and images; • DNA profile records. <p>Note: if these system are decommissioned, the records within said system are to be migrated/ transferred or incorporated into a replacement system; or destroyed if they have reached the minimum retention periods.</p> <p>Please contact the information and records management group for advice about disposal of data warehouses and original or source records that have been copied.</p> | Retain minimum of 20 years after records to which they relate are finally disposed of, then destroy |
| 045 | <p>Witness protection program</p> | Retain minimum of 99 years after |

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OPERATIONAL SUPPORT OF POLICING - Operations & operational support

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| | <p>Records relating to the management of the witness protection program. Includes:</p> <ul style="list-style-type: none"> • the placement and management of participants and /or prospective participants • the provision of related services to other persons requiring such protection <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES 1.0.5 for records relating to the management of committees established to oversee the witness protection program.</p> | action completed, then destroy |
| 046 | <p>Dignitary protection, where there is no specific police response</p> <p>Records documenting liaison activities to support the protection of Australian office holders, diplomatic and consular personnel, foreign visitors and official establishments where there is no security occurrence.</p> <p>Includes liaison activities with other agencies to support the protective security function.</p> | Retain minimum of 3 years after action completed, then destroy |

1.2.0 Professional standards

The function of promoting and maintaining professional standards within the police force.

See **OPERATIONAL SUPPORT OF POLICING - Operations & operational support** 045 for records relating to the protection of internal police informers.

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| 047 | <p>Complaints and investigations of police officers which result in disciplinary action</p> <p>Records relating to complaints and investigations against police officers resulting in any type of disciplinary action.</p> | Retain minimum of 99 years after action completed, then destroy |
| 048 | <p>Complaints and investigations of police officers which result in no disciplinary action</p> <p>Records relating to complaints and investigations against police officers resulting in no disciplinary action.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PERSONNEL - Misconduct 15.8.1 for records relating to the management of</p> | Retain minimum of 20 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Professional standards

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| | instances or allegations of misconduct involving abuse or neglect of children | |
| 049 | <p>Quality review of complaints</p> <p>Records relating to the quality review of the management of complaints.</p> | Retain minimum of 10 years after action completed, then destroy |
| 050 | <p>Internal informant support</p> <p>Records relating to providing support to employees of the police force who offer information against other employees.</p> | Retain minimum of 99 years after action completed, then destroy |

1.3.0 Forensic and scientific services

The function of scientific/medical examination of physical evidence to assist in legal and/or criminal investigations. Includes the analyses of fingerprints, photographs, ballistics, document examinations, scenes of crime etc

Note: the following should be managed in accordance with relevant legislation:

- the *Crimes (Forensic Procedures) Act* for the destruction of forensic samples
- the *Police Act* for destruction of fingerprints taken from applicants who are unsuccessful in becoming a police officer
- fingerprints taken from casino or security personnel.

See General Retention and Disposal Authority *Administrative records* **EQUIPMENT & STORES** for records relating to the acquisition, supply, maintenance and disposal of forensic equipment.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records relating to payment of fees concerning the external usage of technical and forensic services.

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| 051 | <p>Forensic & scientific assessment, analysis or examination</p> <p>Records relating to any type of forensic or scientific assessment, analysis or examination conducted by the police force. Includes biology, botany, chemistry, engineering, pathology, photographic, psychological, toxicology, and DNA analysis and assessment.</p> <p>Also includes any reports created, published or provided to courts, officer in charge or used as part of an investigation.</p> | Retain minimum of 50 years after action completed, then destroy |
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OPERATIONAL SUPPORT OF POLICING - Forensic and scientific services

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| 052 | <p>Forensic job registers and indexes</p> <p>Control records including job registers and indexes. Includes crime scene examination books, fingerprint books, job sheets and job books.</p> | Retain minimum of 30 years after action completed, then destroy |
| 053 | <p>Crime scene photography and video</p> <p>All videos, photography and photographic negatives of taken at crime scenes.</p> | Retain minimum of 30 years after action completed, then destroy |
| 054 | <p>Master finger and palm print record sets</p> <p>Master finger and palm print record sets.</p> <p>Note: this entry does not cover cases where the return or destruction of prints is required by a Court order or legislation, or where permission for destruction has been requested and approved under legislation applying to the police force. These should be destroyed as per the relevant legislation or order.</p> | Retain minimum of 50 years after action completed, then destroy |
| 055 | <p>Recording and forwarding of fingerprints captured by national fingerprint identification systems.</p> <p>Records relating to the recording and forwarding of fingerprints captured by national fingerprint identification systems.</p> | Retain minimum of 5 years after action completed, then destroy |
| 056 | <p>Requests for the destruction of fingerprint and criminal history from public</p> <p>Records relating to requests for the destruction of fingerprint and related criminal history system records.</p> | Retain minimum of 7 years after action completed, then destroy |
| 057 | <p>Request for examination of fingerprints</p> <p>Records related to the examination of fingerprints. Includes requests for examination and copies of fingerprints.</p> | Retain minimum of 20 years after action completed, then destroy |
| 058 | <p>Images of offenders</p> <p>Negatives, images and/or photographs of offenders.</p> | Retain for a minimum of 50 years after action completed, then destroy, or when ordered by Court Order |
| 059 | <p>Acquisition of physical evidence</p> | Retain minimum of 30 years after |

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OPERATIONAL SUPPORT OF POLICING - Forensic and scientific services

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| | <p>Records relating to the acquisition of evidence, whether it be taken from the scene of an incident or acquired from another person or forensic investigation. Includes:</p> <ul style="list-style-type: none">• suspect consent forms• recordings of forensic collection procedures. | <p>action completed, then destroy</p> |
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OPERATIONAL SUPPORT OF POLICING - Intelligence management

1.4.0 Intelligence management

The function of managing operational, tactical and strategic intelligence within the police force produced by the assessment of information made by a practitioner and arrived at through a process of task identification, information gathering and collation, analysis, dissemination and review.

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| 060 | <p>Intelligence (high level or strategic)</p> <p>Records relating to tactical, operational or strategic intelligence that are considered major or high level, that:</p> <ul style="list-style-type: none"> • involves organised crime or serious and major criminal activities; • relates to high risk operations and events • is considered strategic intelligence; • relates to crime group/activity strategic assessments; • strategic Intelligence executive briefings; and • organised crime reports. | Retain minimum of 99 years after action completed, then destroy |
| 061 | <p>Intelligence (medium level)</p> <p>Records relating to tactical or operational intelligence up to a medium level that is:</p> <ul style="list-style-type: none"> • relevant to medium risk operations and events; • involves middle level crime groups and activities; • relating to persons not known to be linked to political or religious groups and who make threats against a person, persons or organisation but do not carry out those threats; • not considered to be of high level; and • focus testing (assessing of potential areas, subjects etc. for detailed investigation). | Retain minimum of 30 years after action completed, then destroy |
| 062 | <p>Child Protection Register and profiling of violent or sexual offenders</p> | Retain minimum of 99 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Intelligence management

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| | Records relating to the profiling and registration of violent and sexual offenders. Includes registrable persons who have been placed on the child protection register. | |
| 063 | <p>Profiling of offenders (other than homicide or sexual offenders)</p> <p>Records relating to the profiling of offenders, other than violent and sexual offenders.</p> | Retain minimum of 10 years after action completed, then destroy |
| 064 | <p>Intelligence liaison with an external agency</p> <p>Records relating to co-operation and liaison with external agencies. Includes:</p> <ul style="list-style-type: none"> • threat assessments • information requests and reports concerning offenders and persons of interest and members of the public • requests for information on suspects who may become involved in high-risk incidents • advice to local Councils on development applications • documentation on the receipt or provision of intelligence notifications. | Retain minimum of 10 years after action completed, then destroy |
| 065 | <p>Protective security profiles (volunteered)</p> <p>Records relating to protective security profiles supplied by individuals and organisations on a voluntary basis relating to their personal security and the security of premises, floor plans of dwellings and workplace, photographs, person's appointments/ movements.</p> | Retain minimum of 10 years after action completed, then destroy |
| 066 | <p>Source management case files</p> <p>Source management case files which include the ongoing management of sources of the police force.</p> | Retain minimum of 50 years after action completed, then destroy |
| 067 | <p>Source management - information sharing</p> <p>Records relating to the dissemination of source information to external agencies.</p> | Retain minimum of 10 years after action completed, then destroy |

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OPERATIONAL SUPPORT OF POLICING - Judicial services

1.5.0 Judicial services

The function associated with court processes including serving of court notices by police force staff e.g. charging of offenders, cautioning and court attendance notice, summonses, warrants, apprehended violence orders and subpoenas. Also includes the initiation of formal legal action concerning incidents by the police force such as court orders and infringement notices.

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| 068 | <p>Charge books</p> <p>Summary records of the preferring of charges against offenders. Includes legacy records such as charge books.</p> | Required as State archives |
| 069 | <p>Highway patrol charge books</p> <p>Drunk and highway patrol charge books and other charging records, for example manual or online charge sheets.</p> | Retain minimum of 10 years after action completed, then destroy |
| 070 | <p>Court notices, Apprehended Violence Orders (AVO) and Domestic Violence Orders (DVO), Warrants and extraditions</p> <p>Records relating to the:</p> <ul style="list-style-type: none"> • management and processing of court notices • applications, issue and execution of warrants and extraditions, including those relating to extraditions records relating to criminal matters heard before the courts involving the police force • initiation of formal legal action concerning incidents by courts and the police force • criminal matters heard before the courts involving the police force and covering the management of the Court Process Activity: <p>Includes:</p> <ul style="list-style-type: none"> • cautioning notices • applications for court orders • court attendance notices • applications, issue and execution of summonses and subpoenas | Retain minimum of 10 years after action completed, then destroy |

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| No. | Description of records | Disposal action |
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| <i>OPERATIONAL SUPPORT OF POLICING - Judicial services</i> | | |
| | <ul style="list-style-type: none"> • applications, issues and execution of domestic and apprehended violence orders, including any apprehended violence telephone interim order books • actions taken in attempts to service notices • enquiries about persons to whom notices are meant to be served • assignment and tasking of notices to police commands and individual officers • messages alerting officers of events and circumstances affecting the status, history or other details of notice service; • assessments of the urgency of notice service and person-of-interest priority; • reporting of service performance. | |
| 071 | <p>Issuing of infringements, tickets and breaches</p> <p>Records relating to issuing of infringements and breaches of laws. Includes:</p> <ul style="list-style-type: none"> • traffic, radar and parking infringements • roadworthiness/defective vehicle offences • breach notices • suspension/confiscation of driver's licences • prohibition from driving • notice of confiscation of motor vehicles • liquor breach notices • accountable books relating to the issuing of infringement, tickets & breaches, including cancellation or suspension of driver's licence, liquor & registered clubs caution notice breaches, defective vehicle notices, maritime penalty notices, noise abatement directions, confiscation of motor vehicle, etc | Retain minimum of 2 years after action completed, then destroy |
| 072 | Court arrangements | Retain minimum of 2 years after action |

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OPERATIONAL SUPPORT OF POLICING - Judicial services

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| | Records relating to arrangements for, and involvement in, court alternative schemes | completed, then destroy |
| 073 | <p>Court security</p> <p>Records relating to the provision of court security.</p> | Retain minimum of 5 years after action completed, then destroy |
| 074 | <p>Bail</p> <p>Records relating to the provisioning of money required as security against the temporary release of a prisoner pending trial. Includes:</p> <ul style="list-style-type: none"> • bail applications and undertakings • cash bail • acknowledgements by acceptable persons • surety for discharge from bail undertaking liabilities • requests for review of bail determination or alteration of conditions • non-intention to proceed with bail. | Retain minimum of 5 years after action completed, then destroy |

1.6.0 Custody management

The function of managing offenders held in custody by the police force.

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| 075 | <p>Custody management</p> <p>Records relating to custody management actions that occur while a person is being held in custody. Includes:</p> <ul style="list-style-type: none"> • prisoner admission • prisoner escort, transport, transfers • prisoner inspection • recording of record time out • prisoner requests • denial of rights | Retain minimum of 10 years after action completed, then destroy |
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| No. | Description of records | Disposal action |
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OPERATIONAL SUPPORT OF POLICING - Custody management

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| | <ul style="list-style-type: none"> • prisoner catering • laundering of prisoner clothing • delivery of health care services, including objectives, program management and liaison with service providers. | |
| 076 | <p>Mental health detainees</p> <p>Records relating to custody management actions that occur while a person is detained or assisted by the police force which does not result in an arrest or charge. Includes:</p> <ul style="list-style-type: none"> • occasions when a person is being detained for mental health reasons • occasions when a person is admitted to hospital (voluntarily or involuntarily) under the <i>Mental Health Act 2007</i> by the police force. | <p>Retain minimum of 45 years after action completed, then destroy</p> |

1.7.0 Weapons control

The function of licensing individuals, registration of weapons and regulation of the possession and use of firearms and prohibited weapons. Also includes the approval of sports shooting clubs, shooting galleries and shooting ranges.

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| 077 | <p>Licenses and permits to acquire, use or sell firearms and prohibited weapons</p> <p>Records relating to the issuing and management of licenses and permits to acquire, use or sell firearms, firearms equipment and prohibited weapons.</p> | <p>Retain minimum of 99 years after licence is issued, then destroy</p> |
| 078 | <p>Pistol club and ranges</p> <p>Records relating the approval of pistol club, including records relating to club membership, licence details and ranges.</p> | <p>Required as State archives</p> |
| 079 | <p>Firearms and prohibited weapons</p> <p>Records related to the registration, updating of the ownership and disposal of firearms and prohibited weapons. Includes:</p> <ul style="list-style-type: none"> • acquisition, sale or disposal of firearms and prohibited weapons; | <p>Retain minimum of 20 years after disposal of weapon, then destroy</p> |

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OPERATIONAL SUPPORT OF POLICING - Weapons control

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| | <ul style="list-style-type: none"> • enquiries regarding the registration and ownership of firearms and prohibited weapons; • surrendered or seized prohibited weapons; • firearms and firearm related equipment; and • recovery of weapons following the result of an offence or revocation of firearms or prohibited weapon. | |
| 080 | <p>Auditing and inspection of weapons, firearms and weapons permits and licenses</p> <p>Records relating to the auditing and inspection of firearms and prohibited weapons, licence and permit holders. Includes:</p> <ul style="list-style-type: none"> • licence holders; • licensed dealers; • club and theatrical armourers; • reports and returns forwarded from dealers concerning firearms and prohibited weapons regarding the acquisition, disposition or possession of firearms, firearm parts and equipment. | <p>Retain minimum of 6 years after action completed, then destroy</p> |

1.8.0 Regulated industries

The function associated with the issuing of licenses to businesses and individuals engaged in regulated business activities, including:

- security industry;
- commercial agents (debt collection, process servers etc);
- private inquiry agents;
- wool, skin and hide dealers; and
- tattoo industry.

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| 081 | <p>Regulated industry licenses</p> <p>Records relating to the management, issuing and revoking, of licences for businesses and individuals engaged in regulated industry activities. Includes:</p> | <p>Retain minimum of 50 years after action completed, then destroy</p> |
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| No. | Description of records | Disposal action |
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| <i>OPERATIONAL SUPPORT OF POLICING - Weapons control</i> | | |
| | <ul style="list-style-type: none"> • records relating to the registration of any regulated industry dealer for investigative purposes. • registrations and licensing of: Wool, skin, hide dealers; private investigators; business/commercial agents; tattoo shops; scrap metal dealers; licences for employers and principal training organisations; and licences for manpower services. | |
| 082 | <p>Regulated industry checks</p> <p>Records relating to checks conducted by the police force into the issuing of licences by the police force. Includes:</p> <ul style="list-style-type: none"> • security industry and other regulated industries • pawnbrokers and second-hand dealers. | Retain minimum of 5 years after action completed, then destroy |
| 083 | <p>Objections by Commissioner of Police to liquor related applications</p> <p>Records relating to objections to licensing court against the granting of liquor related applications.</p> | Retain minimum of 10 years after action completed, then destroy |
| 084 | <p>Pawnbroker / Second-hand dealer transactions</p> <p>Records relating to transactions of pawnbrokers and second-hand dealers. Includes:</p> <ul style="list-style-type: none"> • records of the buying, pawning and selling of property from pawnbrokers and second-hand dealers • details of customers, dealers and property • prohibitions of disposal of goods • restoration notices. | Retain minimum of 10 years after action completed, then destroy |

1.9.0 Monitoring police premises

The function of monitoring police premises, internally and externally.

See **OPERATIONAL SUPPORT OF POLICING - Intelligence management** for records created for the purpose of intelligence gathering

See Functional Retention and Disposal Authority *Police investigations* 057 for matters which are reviewed as a critical incident

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OPERATIONAL SUPPORT OF POLICING - Weapons control

See General Retention and Disposal Authority *Administrative records* **COMPENSATION - Claims** for records relating to the physical injury to property or accidents concerning staff and members of the public which are not critical incidents.

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| 085 | <p>CCTV incidents at police premises</p> <p>Audio & video/visual surveillances and closed-circuit television (CCTV) records relating to incidents or events taking place at police premises which are used for evidentiary purposes. Includes:</p> <ul style="list-style-type: none"> • events taking place while offenders are in police custody • security breaches • injuries to staff, visitors • property damage. <p>Note: action completed includes after finalisation of investigation process or court proceedings or appeals processes, whichever is later.</p> | Retain minimum of 10 years after action completed, then destroy |
| 086 | <p>Routine surveillance of custodial areas</p> <p>Audio & video/visual surveillances and closed-circuit television (CCTV) records relating to the routine surveillance of custodial areas in police premises where the records are not used for evidentiary purposes.</p> <p>Also includes surveillance audio and closed-circuit television (CCTV) records where incidents are reported from non-custodial areas under Standard Operating Procedures.</p> <p>Note: Custodial areas are defined as those areas routinely used for the charging, processing and detention of persons in custody including Police Charge Rooms, all prisoner holding and transfer areas, Breath Analysis Rooms, Interview Rooms, and Drug Exhibit Storage Areas.</p> <p>Note: if records are required for evidentiary purposes then retain in line with DA220-085.</p> | Retain a minimum of 6 months, then destroy or delete or reuse |
| 087 | <p>Routine surveillance of non-custodial areas</p> <p>Audio & video/visual surveillances and closed-circuit television (CCTV) records relating to the routine surveillance of non-custodial areas in police premises</p> | Retain for a minimum of 31 days, then destroy, delete or reuse |

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OPERATIONAL SUPPORT OF POLICING - Weapons control

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| | <p>where the records are not used for evidentiary purposes or where no incident was reported under standard operating procedures.</p> <p>Note: Non-custodial areas are defined as those areas generally open to and accessed by the general public, such as foyers, external areas, external perimeter security cameras in car parks and holding yards for vehicles.</p> <p>Where incidents are reported under Standard Operating Procedures the surveillance audio and video/visual closed-circuit television (CCTV) records should be in accordance with DA220-086.</p> | |
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1.10.0 Animal management

The function of managing and employing the use of animals within the police force.

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| 088 | <p>Management of animals</p> <p>Records relating to the management of animals by the police force. Includes all acquisition, training, veterinary and disposal records.</p> | Retain minimum of 20 years after action completed, then destroy |
| 089 | <p>Deployment of animals</p> <p>Records relating to the deployment and use of animals by the police force, includes requests by police and other agencies.</p> | Retain minimum of 15 years after action completed, then destroy |