

ATTACHMENT XX

CLASSES AND RDAS RELEVANT TO THE WITNESS STATEMENT

Class No.	Description	Disposal Action
PROS 07/01 General RDA for Records of Common Administrative Functions		
2.3.1	Records documenting complaint processes and procedures	Temporary Destroy 7 years after action completed
12.5.1	Summary record documenting the employment details of all employees in an agency. Types of summary data include name of employee, date of birth, date of appointment, date of separation from the agency, rates of salary and allowances, position titles and the dates positions were held. NOTE: If agencies do not maintain a summary record then the consolidated employment histories are considered the summary record and must be retained.	Permanent Retain as State Archives.
12.5.2	Records documenting the consolidated employment history of all ongoing and non-ongoing employees from initial appointment to subsequent promotions and details of higher duties undertaken. Includes heads of agencies and executives.	Temporary Destroy 50 (fifty) years after date of separation from the agency if a summary record is maintained and if the employee was not exposed to hazardous materials.
12.5.4	Records documenting the employment conditions of ongoing and non-ongoing employees, including heads of agencies, that are not part of the consolidated employment history.	Temporary Destroy 7 years after administrative use has concluded.
12.5.5	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details and agreed undertakings relating to conditions of engagement and details of work performed.	Temporary Destroy 7 years after placement has ended providing the individual has by then reached the age of 25 years and if the individual was not exposed to hazardous materials.
12.10.1	Records documenting investigations by either the agency or an external body where misconduct by an agency representative is proven and which results in dismissal	Temporary Destroy 15 years after action completed.

12.10.2	Records documenting investigations by either the agency or an external body where minor misconduct by an agency representative is proven and which may result in a reduction in salary or job classification or suspension of employment.	Temporary Destroy 7 years after action completed.
12.10.3	Records documenting allegations of misconduct where no misconduct is proven (e.g. where allegations are proved to be frivolous or vexatious).	Temporary Destroy 2 years after action completed.
13.1.1	Records documenting a policy, including its formulation, or functional activities, strategic planning and management matters affecting the whole agency.	Permanent Retain as State Archives.
13.1.2	Records relating to the formulation of agency policy on administrative matters which prescribes the way the agency should operate. Includes policies relating to personnel, finance etc.	Permanent Retain as State Archives.
PROS 08/12 RDA for Records of Child Protection & Family Services Functions		
1.2.2	Case records of Child Protection Services clients where the first intake of the child occurred during or before 1989. Includes those clients that have relocated interstate or to New Zealand.	Permanent Retain as State Archives
1.2.3	Case records of Child Protection Services clients where the first intake of the child occurred post 1989, and the client was placed on a Guardianship to Secretary Order, Custody to Secretary Order or a supervision order for out of home care placement, Includes those clients that have relocated interstate or to New Zealand.	Permanent Retain as State Archives
1.2.4	Case records of Child Protection Services clients where first intake occurred post 1989, and the client had not been placed on a Guardianship to Secretary Order, Custody to Secretary Order or a supervision order for out of home care placement, Includes those clients that have relocated interstate or to New Zealand.	Temporary Destroy 75 years after the child turns 18 years of age.
1.5.1	Records of Category One incident reporting, investigation and review. Category One incidents. Includes any briefings given to the Minister, other members of Parliament, the Secretary or other stakeholders that result from incident investigation and reporting. Also includes records of any decisions made regarding the resolution of issues or risk mitigation that may assist in the prevention of similar incidents occurring. Includes summary record.	Permanent Retain as State Archives

1.5.2	Records of Category Two incident reporting, investigation and review. Includes any briefings given to the Secretary or other stakeholders that result from incident investigation and reporting. Also includes records of any decisions made regarding the resolution of issues or risk mitigation that may assist in the prevention of similar incidents occurring.	Temporary Destroy 7 years after the date of incident, or any resulting investigation concludes, or any applicable appeal period expires, whichever is longer.
PROS 08/17 RDA for the Records of the Youth Parole and Youth Residential Boards Records		
2.1.0	Summary record of clients before the Youth Residential and Youth Parole Boards. Includes client's name, date of birth, gender, client ID, Serious Offender Status, Indigenous status, order type, date of order, date of parole eligibility, earliest date of release, order expiry date, and exit reason	Permanent Retain as State Archives
2.2.0	Case records detailing a client's interaction with the Youth Residential Board or Youth Parole Board.	Temporary Destroy 10 years after the offender has reached 21 years of age or date of completion of sentence (whichever is longer).
PROS 08/16 RDA for the Records of Youth Services and Youth Justice Functions Records		
1.2.1	The records that uniquely identify each youth justice client. Includes name, date of birth, gender, offence committed, date and duration of court order, offence history, date of admission, date of discharge and/or order expiry. Includes hard copy registers and indexes and the registration data contained in any electronic case management system.	Permanent Retain as State Archives
3.1.1	Registration of admission of a client into a custodial centre. Includes name, date of birth, gender, client identifier (ID), offence*, date of admission, discharge date.	Permanent Retain as State Archives
3.1.2	Records created at the admission of a client into a custodial centre. Includes records of the initial interview to record physical description; next of kin; former address; cultural, dietary or religious requirements; belongings; nominated visitors and telephone contacts. Also includes details of any immediate medical treatment requirements	Temporary Destroy 17 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).

3.3.1	The assessment of the needs of a client to establish a rehabilitation plan [client service plans].	Temporary Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).
3.3.2	The monitoring of custodial clients to ensure effectiveness of rehabilitation plan.	Temporary Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).
3.6.1	Staff reporting at shift handover of all events that occurred within the centre during a shift. Includes records about any incidents, visits, client leave, phone calls, observations, facility or equipment breakages and repairs that may be required and details of where staff were stationed and at what time etc.	Temporary Destroy 7 years after the date of last entry.
4.4.1	Records of Category One incident reporting, investigation and review.	Permanent Retain as State Archives
4.4.2	Records of Category Two incident reporting, investigation and review.	Temporary Destroy 7 years after the date of incident, or any resulting investigation concludes, or any applicable appeal period expires, whichever is longer.
4.4.3	Summary record of Category Two incidents. Summary includes date of incident, location of where incident occurred, nature of incident, names of people involved, reporting officer, summary of incident report and outcome.	Temporary Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).