

**ROYAL COMMISSION INTO  
INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE  
LETTERS PATENT ISSUED 11 JANUARY 2013**

**ANNEXURE A**

**TO STATEMENT OF STEPHEN LEX HODGKINSON**

	<b>Ringtail Doc ID</b>	<b>Document</b>	<b>Footnote No.</b>
1.	DHS.3148.003.0023	Standards Australia, <i>Australian Standard for Records Management (AS ISO 15489), Part 1 - General</i> , 13 March 2002	1
2.	DHS.3148.003.0024	Standards Australia, <i>Australian Standard for Records Management (AS ISO 15489), Part 2 - Guidelines</i> , 13 March 2002	1
3.	DHS.3148.001.0074	Department of Health & Human Services, <i>Records Management Policy</i> , April 2015	4
4.	DHS.3148.003.0012	Department of Health & Human Services, <i>Records - Record Keeping Fact Sheet 1</i>	5
5.	DHS.3148.003.0003	Department of Health & Human Services, <i>Managing Emails - Record Keeping Fact Sheet 2</i>	5
6.	DHS.3148.003.0007	Department of Health & Human Services, <i>Naming Conventions - Record Keeping Fact Sheet 3</i>	5
7.	DHS.3148.003.0009	Department of Health & Human Services, <i>Photocopying Hardcopy Records - Record Keeping Fact Sheet 4</i>	5
8.	DHS.3148.003.0011	Department of Health & Human Services, <i>Records of Verbal Communications - Record Keeping Fact Sheet 5</i>	5
9.	DHS.3148.003.0022	Department of Health & Human Services, <i>Document Destruction - Record Keeping Fact Sheet 6</i>	5
10.	DHS.3148.003.0020	Department of Health & Human Services, <i>Digitisation of Hardcopy Records - Record Keeping Fact Sheet 7</i>	5
11.	DHS.3148.003.0014	Department of Health & Human Services, <i>Staff Supervision Records - Record Keeping Fact Sheet 8</i>	5

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12.	DHS.3148.003.0005	Department of Health & Human Services, <i>Managing Project Records - Record Keeping Fact Sheet 9</i>	5
13.	DHS.3148.003.0016	Department of Health & Human Services, <i>Archiving Records - Record Keeping Fact Sheet 10</i>	5
14.	DHS.3148.003.0001	Department of Health & Human Services, <i>Record Keeping FAQs - Record Keeping Fact Sheet 11</i>	5
15.	DHS.3148.003.0018	Department of Health & Human Services, <i>DHHS Intranet - Archiving Records</i> , accessed 7 August 2015	5
16.	DHS.3148.001.0634	Department of Human Services, <i>Ward Records Plan, 2013</i>	6
17.	DHS.3148.001.0626	Public Records Office Victoria, <i>Master Glossary</i> , July 2015	10, 18 & 19
18.	DHS.3148.001.0611	Public Records Office Victoria, <i>PROS 10/13 Version 1.1, Recordkeeping Standard, Disposal</i> , issue date: 9 August 2010	11
19.	DHS.3148.001.0606	<i>Classes and RDAs Relevant to the Witness Statement</i>	17
20.	DHS.3148.001.0422	Department of Health & Human Services, <i>FRM 10-010 Approval to Destroy Records Form, Records Management</i>	20
21.	DHS.3148.001.0610	<i>Workflow for Assessment of Personal FOI Requests v1.5,</i>	21
22.	DHS.3148.001.0429	<i>Preassessment Manual v51,</i>	21
23.	DHS.3148.001.0380	<i>FOI Manual Section 3 Assessment Procedures (Personal Requests) v2.6</i>	21
24.	DHS.3148.001.0649	<i>Practice Note 12: Section 33 Exemption – Documents Affecting Personal Privacy of Third Parties</i>	21 & 27
25.	DHS.3148.001.0053	<i>Practice Note – s38 and JPRA (Draft)</i>	21
26.	DHS.3148.001.0055	<i>Practice Guide – FOI s33(3) Consultation and Notifications (Draft)</i>	21
27.	DHS.3148.001.0138	Department of Human Services, <i>Family Information Networks and Discovery (FIND) Procedures Manual</i> , April 2015	21 & 22

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	<b>Ringtail Doc ID</b>	<b>Document</b>	<b>Footnote No.</b>
28.	DHS.3148.001.0128	<i>FIND Editing Guidelines - Ward Records</i>	21 & 29
29.	DHS.3148.001.0581	Department of Health and Human Services Archives, HSD/14/6089, <i>Processing Freedom of Information Requests</i> , updated 4 June 2015	24
30.	DHS.3148.001.0589	Department of Health and Human Services Archives, HSD/14/6084, <i>Processing Records Requests from Family Information Networks and Discovery</i> , updated 4 June 2015	25
31.	DHS.3148.001.0427	Department of Health and Human Services Archives, HSD/14/6090, <i>Manual Finding Aids</i> , updated 4 June 2015	26
32.	DHS.3148.001.0035	Department of Health and Human Services Fact Sheets, <i>Fact Sheet - Freedom of Information - Certified Photo Identification</i>	28
33.	DHS.3148.001.0037	<i>Fact Sheet - Freedom of Information - Exemptions</i>	28
34.	DHS.3148.001.0039	<i>Fact Sheet - Freedom of Information - Making a Complaint</i>	28
35.	DHS.3148.001.0040	<i>Fact Sheet - Freedom of Information - Review of Decisions</i>	28
36.	DHS.3148.001.0042	<i>Fact Sheet - Freedom of Information - Personal Privacy Exemption</i>	28
37.	DHS.3148.001.0043	<i>Fact Sheet - Freedom of Information - Exemptions</i>	28
38.	DHS.3148.001.0045	<i>Fact Sheet - Freedom of Information - Release of Personal Information</i>	28
39.	DHS.3148.001.0047	<i>Fact Sheet - Freedom of Information - Third party notification - rights of appeal</i>	28
40.	DHS.3148.001.0049	<i>Fact Sheet - Freedom of Information - Third party notification</i>	28
41.	DHS.3148.001.0051	<i>Fact Sheet - Freedom of Information - Victorian Civil and Administrative Tribunal</i>	28
42.	DHS.3148.001.0057	<i>Fact Sheet - Freedom of Information - Fees and Charges</i>	28
43.	DHS.3148.001.0059	<i>Fact Sheet - Freedom of Information - Making a Request</i>	28
44.	DHS.3148.001.0001	Department of Health & Human Services template letters include: <i>Freedom of Information - Clarification Form</i>	28

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45.	DHS.3148.001.0002	<i>Freedom of Information - Contacts</i>	28
46.	DHS.3148.001.0003	<i>Freedom of Information Application - Section 17(2) Clarification</i>	28
47.	DHS.3148.001.0005	<i>Freedom of Information - No Documents</i>	28
48.	DHS.3148.001.0007	<i>Freedom of Information - Section 25A(1) Form</i>	28
49.	DHS.3148.001.0008	<i>Freedom of Information - Application</i>	28
50.	DHS.3148.001.0010	<i>Freedom of Information Application - Confirmation of Section 17(2) Clarification of Request</i>	28
51.	DHS.3148.001.0011	<i>Freedom of Information (FOI) - Section 17(2) Notice of Refusal of Unclear Application</i>	28
52.	DHS.3148.001.0013	<i>Freedom of Information Request - Confirmation of Section 25A(1) Response</i>	28
53.	DHS.3148.001.0014	<i>Freedom of Information Request - Notice of Intention to Refuse Access to Documents - Section 25A</i>	28
54.	DHS.3148.001.0016	<i>Freedom of Information - Notice of Refusal to Grant Access to Documents - Section 25A(5)</i>	28
55.	DHS.3148.001.0019	<i>Freedom of Information (FOI) Request - Re-Release</i>	28
56.	DHS.3148.001.0021 and DHS.3148.001.0023	<i>Freedom of Information Request - Section 18(2)- Transfer of Request</i>	28
57.	DHS.3148.001.0025	<i>Freedom of Information Request - Withdrawal of Request</i>	28
58.	DHS.3148.001.0027	<i>Freedom of Information Search Memorandum (Addressed to Records Services)</i>	28
59.	DHS.3148.001.0029	<i>Freedom of Information Search Memorandum (Addressed to Deputy Secretary)</i>	28
60.	DHS.3148.001.0079	<i>Access to Records by Forgotten Australians and Former Child Migrants: Access Principles for Records Holders; Best Practice Guidelines in providing access to records FINAL, May 2015</i>	30