



## **Records disposal schedule**

# **Records Disposal Schedule Custodial Services Department of Correctional Services**

**Disposal Schedule No. 2016/20**

**November 2016**

For information and advice, please contact  
NT Records Service  
Department of Corporate and Information Services  
GPO Box 2391  
Darwin NT 0801

Email: [NTG.RecordsPolicy@nt.gov.au](mailto:NTG.RecordsPolicy@nt.gov.au)  
Telephone: (08) 8924 3847  
Facsimile: (08) 8924 3880  
Website: [http://www.nt.gov.au/dcis/info\\_tech/records\\_policy\\_standards/index.shtml](http://www.nt.gov.au/dcis/info_tech/records_policy_standards/index.shtml)

## Table of contents

<b>Preamble</b> .....	<b>i</b>
Introduction.....	i
<b>Structure of a Records Disposal Schedule</b> .....	<b>i</b>
Function.....	ii
Activity .....	ii
Record Class .....	ii
Status and Disposal Action .....	ii
<b>About this Records Disposal Schedule</b> .....	<b>iv</b>
Purpose .....	iv
Scope .....	iv
Responsibility .....	iv
Authority .....	iv
Regulatory Framework.....	iv
Related Documents .....	iv
Normal Administrative Practice .....	v
Notification of Destruction .....	v
Acknowledgement .....	v
<b>Compliance Checklist</b> .....	<b>vi</b>
<b>Disposal Schedule</b> .....	<b>1</b>
1. Custodial Services .....	1
1.1 Advice.....	1
1.2 Authorisation.....	2
1.3 Banking Services .....	4
1.4 Complaints Management .....	5
1.5 Compliance.....	6
1.6 Control .....	7
1.7 Dog Operations.....	11
1.8 Investigations.....	12
1.9 Offender Management .....	13
1.10 Policy .....	16
1.11 Reporting .....	17
1.12 Surveillance .....	18
1.13 Telephone Call Management .....	19

Disposal Schedule for Custodial Services Records of the Department of Correctional Services	2016/20 November 2016
---	--------------------------

## Preamble

### Introduction

The *Information Act* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations ([http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records\\_disposal](http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal)), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

### Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;
- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.<sup>2</sup>

Each class of records created by an agency is described using classifications based on business analysis.

Disposal schedules are developed using the functional structure based on the business classification scheme of the *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW and modified for use by NT Government public sector organisations.

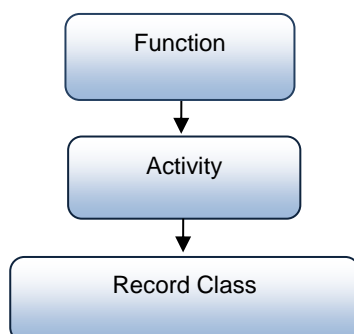
---

<sup>1</sup> S.145 *Information Act*

<sup>2</sup> S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



## Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

## Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

## Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

## Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

**Permanent Records:** Records appraised with permanent status have been identified as archives and must be transferred to the NT Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the NT Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the NT Archives Service before records will be accepted for transfer.

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Disposal Schedule for Custodial Services Records of the Department of Correctional Services	2016/20 November 2016
---	--------------------------

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the NT Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

Disposal Schedule for Custodial Services Records of the Department of Correctional Services	2016/20 November 2016
---	--------------------------

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of the Custodial Services function of the Department of Correctional Services.

### Scope

Application of this Records Disposal Schedule is mandatory for Custodial Services records of the Department of Correctional Services.

This Records Disposal Schedule applies to Custodial Services records in all formats.

### Responsibility

The Commissioner of the Department of Correctional Services is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

### Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2016/20 was approved by the Director of the NT Archives Service (The Archives Service), Senior Director of ICT Policy and Governance (The Records Service), and the Chief Executive Officer of the Department of the Attorney-General and Justice on 4 November 2016 and is effective immediately.

### Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Correctional Services Act*
- *Correctional Services Regulations*
- *Parole Act*
- *Prisoners (Interstate Transfer) Act*
- *Sentencing Act*
- *Sentencing Regulations*
- *Sentencing (Crime of Murder) and Parole Reform Act*
- *Youth Justice Act*
- *Information Act*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-Records Management

### Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of the Department of Correctional Services

Disposal Schedule for Custodial Services Records of the Department of Correctional Services	2016/20  November 2016
---	------------------------------

- current authorised disposal schedules for [Department of Correctional Services]

## Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

## Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

## Acknowledgement

The NT Archives Service and the NT Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission of the NT Archives Service. Requests and enquiries concerning reproduction and rights should be directed to the Director, NT Archives Service. The terms in the business classification scheme are based on the Keyword AAA: A Thesaurus of General Terms (Government of New South Wales, 1998), and are produced under a licence agreement between the NT Archives Service and the State Records Authority of New South Wales.



<b>Compliance Checklist</b>	
<input type="checkbox"/> Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records	<input type="checkbox"/> Stop applying sentences from previous schedules that have been revoked or amended
<input type="checkbox"/> Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the NT Archives Service and NT Records Service	<input type="checkbox"/> Retain all records in good order and condition to be available for retrieval during the retention period.
	<input type="checkbox"/> Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
<input type="checkbox"/> Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records	<input type="checkbox"/> Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
<input type="checkbox"/> Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records	<input type="checkbox"/> Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
<input type="checkbox"/> Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule	<input type="checkbox"/> Transfer records of permanent value to the NT Archives Service for retention as archives not later than 30 years after creation
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format	<input type="checkbox"/> Inactive records can be transferred to offsite service providers providing they have been sentenced
<input type="checkbox"/> Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system	<input type="checkbox"/> Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
<input type="checkbox"/> Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record	<input type="checkbox"/> Notify the NT Records Service of destruction of all records
<input type="checkbox"/> Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly	<input type="checkbox"/> Do not destroy records that are not described in an authorised records disposal schedule.
<input type="checkbox"/> Identify records that require re-sentencing where a previous disposal schedule has been superseded	<input type="checkbox"/> Do not destroy any records created prior to 1 July 1978 without specific authorisation from the NT Archives Service

## Disposal Schedule

### 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

#### 1.1 Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Class No.	Description of Records	Status and Disposal Action
1.1.1	<p>Records documenting the provision of formal advice between the Minister and the Commissioner and other Government Bodies and industry stakeholders with regards to custodial services.</p> <p>Includes ministerials and briefing notes, proposed responses to incidents, training and development opportunities, legislation amendments.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.2 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting declarations of a place to be a correctional centre, a police custody centre or court custody centre by the Minister under the <i>Correctional Services Act</i> .  Includes gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.2	Records documenting declarations by the Commissioner for a place to be a community correctional facility under the <i>Correctional Services Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.3	Records documenting declarations by the General Manager for things to be prohibited in a custodial correctional facility.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.4	Records documenting ministerial appointments of persons to be the Commissioner of Correctional Services.  Includes terms and conditions.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.5	Records documenting approved youth detention centres by the Minister as required under the <i>Youth Justice Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.6	Records documenting written delegations to authorised officers of the detention centre of his or her powers under the <i>Youth Justice Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.7	Records documenting approved rehabilitation programs and work by the Commissioner.	Permanent Transfer to the NT Archives Service 10 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.2 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.2.8	Records documenting approvals for identifications systems by the Commissioner.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.2.9	Records documenting appointments of official visitors for custodial correctional facilities and youth detention centres, including resignations and terminations  Includes terms and conditions.	Temporary Destroy 30 years after end of appointment.
1.2.10	Records documenting approvals of volunteer persons by the Commissioner under the <i>Correctional Services Act</i> .  Includes terms and conditions, Commissioner directions and receipts of reimbursements approved by the Commissioner.	Temporary Destroy 30 years after end of appointment
1.2.11	Records documenting successful applications to visit a correctional facility.  Includes applications for registration.	Temporary Destroy 7 years after action completed
1.2.12	Records documenting unsuccessful applications to visit a correctional facility.  Includes applications for registrations and related correspondence.	Temporary Destroy 5 years after action completed
	Use Administrative Functions of the Northern Territory Government - 11.9 – PERSONNEL – EMPLOYMENT HISTORY – for the activities associated with the employment of General Managers, Regional Managers, Correctional Officers, Dog Handlers, Probation and Parole Officers.	

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.3 Banking Services

The activities associated with accepting and safeguarding money owned by individuals.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting the purchase of items from the canteen or stores by offenders.  Includes buy sheets, payments and refunds.	Temporary  Destroy 7 years after end of financial year to which the last action relates
1.3.2	Records documenting electronic funds transfer (EFT) request forms from offenders.	Temporary  Destroy 7 years after end of financial year to which the last action relates
1.3.3	Records documenting prisoner telephone systems requests.	Temporary  Destroy 7 years after end of financial year to which the last action relates
1.3.4	Records documenting offender pay slips.  Includes deduction payments and other supporting documents.	Temporary  Destroy 7 years after end of financial year to which the last action relates

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.4 Complaints Management

The activities associated with addressing complaints and resolving disputes.

Class No.	Description of Records	Status and Disposal Action
1.4.1	<p>Records documenting formal complaints received from offenders, or by a family member with regard to offenders in community corrections centre or youth detention centres.</p> <p>Includes file notes, photos, consultation notes and related correspondence.</p> <p>May include correspondence received by the Minister or the Ombudsman.</p>	<p>Permanent</p> <p>Transfer to the NT Archives Service 10 years after action completed</p>
1.4.2	<p>Records documenting complaints from prisoners that are not regarded as serious complaints.</p> <p>Includes Superintendent's Parade Request forms and other related correspondence.</p>	<p>Temporary</p> <p>Destroy 5 years after action completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.5 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.

Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting reports of monthly visits to custodial correctional facilities by the Official Visitor.  Includes reports to the Minister and the Commissioner.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.2	Records documenting inspections of correctional centres by the Minister or authorised persons.  Includes written authorisations by the Minister given to persons to do inspections.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.5.3	Records documenting notifications to the Minister of a serious illness or death of a detainee.  Includes notifications to the detainees next of kin, close relative or legal representative and also the Coroner in the case of a death.	Permanent  Transfer to the NT Archives Service 10 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Register of Offenders.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Offender Name</li> <li>- Date of Birth</li> <li>- Gender</li> <li>- IJIS Number</li> <li>- Offence</li> <li>- Date of admission</li> <li>- Discharge date</li> <li>- Court orders</li> <li>- Incidents</li> <li>- Requests forms</li> <li>- Sentence calculations</li> <li>- Drug and Alcohol Test results</li> </ul>	<p>Permanent</p> <p>Retain in organisation (manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the NT Archives Service 10 years after last entry</p>
1.6.2	Register of persons who are banned or refused entry to a prison because they constitute a threat to the good order, safety or security of the prison.	<p>Permanent</p> <p>Retain in organisation</p>
1.6.3	Register of appropriate support persons as required under the <i>Youth Justice Act</i> .	<p>Permanent</p> <p>Retain in organisation</p>
1.6.4	<p>Register of isolations as required under the <i>Youth Justice Act</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Date and times detainee is isolated</li> <li>- Name of the detainee</li> <li>- Reason why isolated</li> </ul>	<p>Permanent</p> <p>Retain in organisation</p>



## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Time and name of on-call person in charge was notified</li> <li>- Observations from staff</li> <li>- Dates and times of exercise periods and ablutions</li> <li>- Commissioner approvals</li> <li>- Dates and times detainee is released</li> </ul>	
1.6.5	<p>Register of people entering and leaving a correctional facility, including visitors, volunteers, contractors and welfare officers.</p> <p>Includes names, dates, signatures and time in and time out.</p>	<p>Temporary</p> <p>Destroy 7 years after last entry</p>
1.6.6	<p>Register of all dangerous letters disposed of that could pose an immediate danger to a person.</p>	<p>Temporary</p> <p>Destroy 7 years after last entry</p>
1.6.7	<p>Register of all parcels inspected at a correctional facility.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Addressee details</li> <li>- Sender details</li> <li>- Reason for reading, censoring or inspection</li> <li>- Details of any authorised substance or article found in the letter or parcel</li> <li>- Details of any action taken</li> </ul>	<p>Temporary</p> <p>Destroy 7 years after last entry</p>
1.6.8	<p>Register of number plate recognition.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Number plate</li> <li>- Date</li> </ul>	<p>Temporary</p> <p>Destroy 7 years after last entry</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Time</li> <li>- Location</li> </ul>	
1.6.9	<p>Register of Incidents.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- offender names</li> <li>- dates of incidents</li> <li>- Location of incident</li> <li>- Prison officer</li> <li>- Senior Block Officer</li> </ul>	<p>Temporary</p> <p>Destroy 3 years after action completed</p>
1.6.10	<p>Register of offender request forms for a support worker such as a councillor, aboriginal liaison Officer, or visitors.</p>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>
1.6.11	<p>Register of Prison Buy Sheets, including canteen buy sheets.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Prison Name</li> <li>- IJIS number</li> <li>- Accommodation location</li> <li>- Type of Purchase</li> <li>- Cost of purchase</li> </ul>	<p>Temporary</p> <p>Destroy 2 years after action completed</p>
1.6.12	<p>Register of Offender movements both within and outside of the Prison.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Offender Name</li> <li>- Date of movement</li> </ul>	<p>Temporary</p> <p>Destroy 12 months after action completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.6 Control

The activities associated with creating, maintaining and evaluating control mechanisms.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- From location</li> <li>- To location</li> <li>- Prison officer</li> </ul>	
1.6.13	<p>Register of non-custodial movements for staff that are not Prison Officers.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Dates</li> <li>- Name of staff member</li> <li>- Time in</li> <li>- Time out</li> </ul>	<p>Temporary</p> <p>Destroy 12 months after action completed</p>
1.6.14	<p>Register of head counts of offenders at a given place at any given time, also known as musters.</p> <p>Includes records of offenders' not present but on authorised leave of absence during each count.</p>	<p>Temporary</p> <p>Destroy 12 months after action completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.7 Dog Operations

The activity of administering the dog squad, including the management of the dogs, veterinary care, acquisition, disposal, kennelling and training of dogs.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting the acquisition, disposal and retirement of individual dogs, including the health and veterinary treatment required.	Temporary Destroy 7 years after disposal or retirement of dog
1.7.2	Records documenting the training and assessment of individual dogs in relation to custodial services.	Temporary Destroy 7 years after disposal or retirement of dog
1.7.3	Records documenting the activities of dogs in relation to custodial care.  Includes search and work statistic reports and activity logs.	Temporary Destroy 7 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.8 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.8.1	Records documenting major investigations into offences under the <i>Community Corrections Act</i> and the <i>Youth Justice Act</i> , such as escaping from a detention centre or correctional facility or aiding or abetting an escapee.  Includes investigation reports, witness statements, file notes, video footage, photos and other supporting documents.	Permanent  Transfer to the NT Archives Service 10 years after action completed
1.8.2	Records documenting minor investigations into offences under the <i>Community Corrections Act</i> and the <i>Youth Justice Act</i> , such as loitering and contraband.  Includes investigation reports, witness statements, file notes, video footage, photos and other supporting documents.	Temporary  Destroy 7 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.9 Offender Management

The activities associated with managing individual offenders, including custodial orders, incident reports, prisoner requests, buy back sheets, and movement records.

Class No.	Description of Records	Status and Disposal Action
1.9.1	<p>Records documenting the management of prisoners under the <i>Correctional Services Act</i> and the <i>Youth Justice Act</i> that are deemed notorious or of high profile, public wide interest, escapees at large or where there has been a death in custody.</p> <p>Includes approved transfers and supervision of offenders to a health care facility, a youth detention centre or an immigration detention centre, accommodation placements, drug test results, movement and travel records of offenders between centres, programs, court attendance, court orders, medical clinics and risk assessments.</p> <p>Includes directions to prisoners in relation to personal items, prisoner buy sheets, canteen buy sheets, incident reports, prisoner request forms, leave permits, visitor arrangements, including refusals by the General manager and where the Commissioner has prohibited visits by a certain class of persons or person.</p> <p>May include copies of family responsibility agreements as required under the <i>Youth Justice Act</i> and reviews of sentencing orders and appeals to the Supreme Court.</p>	<p>Permanent</p> <p>Transfer to NT Archives Service 10 years after action completed</p>
1.9.2	<p>Records documenting the management of prisoners under the <i>Correctional Services Act</i> and the <i>Youth Justice Act</i> that are sex offenders, deemed serious violent offenders, murderers, psychiatric patients and prisoners at risk, including where prisoners have had care of their</p>	<p>Temporary</p> <p>Destroy 50 years after sentence completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.9 Offender Management

The activities associated with managing individual offenders, including custodial orders, incident reports, prisoner requests, buy back sheets, and movement records.

Class No.	Description of Records	Status and Disposal Action
	<p>children whilst in custody.</p> <p>Includes approved transfers and supervision of offenders to a health care facility, a youth detention centre or an immigration detention centre, accommodation placements, drug test results, movement and travel records of offenders between centres, programs, court attendance, court orders, medical clinics and risk assessments.</p> <p>Includes directions to prisoners in relation to personal items, prisoner buy sheets, canteen buy sheets, incident reports, prisoner request forms, leave permits, visitor arrangements, including refusals by the General manager and where the Commissioner has prohibited visits by a certain class of persons or person.</p> <p>May include copies of family responsibility agreements as required under the <i>Youth Justice Act</i> and reviews of sentencing orders and appeals to the Supreme Court.</p>	
1.9.3	<p>Records documenting the management of prisoners under the <i>Correctional Services Act</i> and the <i>Youth Justice Act</i> that have committed summary offences or indictable offences or other offences not deemed serious.</p> <p>Includes approved transfers and supervision of offenders to a health care facility, a youth detention centre or an immigration detention centre, accommodation placements, drug test results, movement and travel records of offenders between centres, programs, court attendance, court orders, medical clinics and risk assessments.</p>	<p>Temporary</p> <p>Destroy 15 years after sentence completed</p>

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.9 Offender Management

The activities associated with managing individual offenders, including custodial orders, incident reports, prisoner requests, buy back sheets, and movement records.

Class No.	Description of Records	Status and Disposal Action
	<p>Includes directions to prisoners in relation to personal items, prisoner buy sheets, canteen buy sheets, incident reports, prisoner request forms, leave permits, visitor arrangements, including refusals by the General manager and where the Commissioner has prohibited visits by a certain class of persons or person.</p> <p>May include copies of family responsibility agreements as required under the Youth Justice Act and reviews of sentencing orders and appeals to the Supreme Court.</p>	
	<p>Use PERSONNEL – EMPLOYMENT HISTORY – for records documenting prison staff medical files.</p>	



## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.10 Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No.	Description of Records	Status and Disposal Action
1.10.1	Records documenting official visitor guidelines issued by the Minister, including Directives authorised by the Commissioner.  Includes gazette notices.	Permanent Transfer to the NT Archives Service 10 years after action completed
1.10.2	Records documenting the drafting of Directives and standard operating guidelines in relation to custodial services.	Temporary Destroy 5 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.11 Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.11.1	Records documenting reports given to the Minister of inquiries into the treatment and behaviour of the conditions for offenders in a correctional facility or detention centre as required under the <i>Correctional Services Act</i> and the <i>Youth Justice Act</i> .	Permanent Transfer to the NT Archives Service 10 years after action completed
1.11.2	Records documenting reports to the Minister from the official visitors as required under the Act into the treatment, behaviour and conditions of prisoners at the facility.  Includes responses from the Commissioner to the Minister and other related correspondence.	Permanent Transfer to the NT Archives Service 10 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.12 Surveillance

The activities associated with surveillance of facilities using closed circuit television (CCTV) and other surveillance systems as part of a security management and incident recording program, including the surveillance and monitoring of mail received at and sent from the facilities.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Surveillance records made of correctional facilities or inside prisoner transport vehicles that do contain footage of incidents or activities that require investigations.	Temporary Destroy 20 days after a verified copy of the relevant footage has been copied into the integrated offender management system (IOMS)
1.12.2	Surveillance of Correctional facilities premises that have a maximum security classification, and do not contain footage or activities that require investigation, including prisoner transport vehicles.	Temporary Destroy 20 days after date of recording
1.12.3	Surveillance of Correctional facilities premises that have a minimum or medium security classification, and do not contain footage or activities that require investigation, including prisoner transport vehicles.	Temporary Destroy 7 days after date of recording
1.12.4	Records documenting the inspection and delivery of mail addressed to a prisoner that is not exempt correspondence.  Includes mail seized and withheld from the addressee, contraband discovered within correspondence and the censorship of mail	Temporary Destroy 1 years after action completed

## 1. Custodial Services

The function of providing for the declaration of correctional services establishments, the management and control of those establishments and offenders as required under the *Correctional Services Act* and the *Youth Justice Act*.

### 1.13 Telephone Call Management

The activities associated with the management of phone calls made by offenders.

Class No.	Description of Records	Status and Disposal Action
1.13.1	Records documenting applications by offenders to have a phone contact added or deleted from their allowed list of phone contacts	Temporary Destroy 7 years after sentence completed
1.13.2	Records documenting the facilitation of phone calls made by prisoners, including bookings and recordings of the date, time, duration and phone number.	Temporary Destroy 7 years after sentence completed
1.13.3	Audio recordings of offender telephone conversations that are required for a legal proceeding as evidence or for an investigation.	Temporary Destroy 7 years after resolution of the matter
1.13.4	Audio recordings of offender telephone conversations that are not required for a legal proceeding as evidence or for an investigation.	Temporary Destroy 6 months after recording
1.13.5	Audio recordings of offender telephone conversations that are exempt from surveillance, such as calls between a prisoner and their solicitor which have been made inadvertently.	Temporary Destroy immediately upon discovery