

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5



PROS 08/12 VAR 5

**Retention and Disposal Authority for Records of
Child Protection & Family Services Functions**

Issued Date: 08/01/2020

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Variation 1

Public Records Act 1973(Section 12)

Retention & Disposal Authority for Records of Child Protection & Family Services Functions (08/12)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of Child Protection & Family Services Functions, issued as Public Record Office Standard (PROS) 08/12 on 12/02/2009, as follows:

- Amendment of description for activity 1.1.0, from activities associated with the evaluation of notifications to activities associated with the evaluation of reports.
- Amendment of description for class 1.1.1, from records of the notification of incidents to Child Protection where the outcomes of the preliminary investigation is a decision not to proceed with Child Protection Intake to reports received by Child Protection where the outcome of the initial assessment is a decision not to proceed to investigation.
- Amendment of disposal action for class 1.1.1, from after the date of the notification to after last action.
- Amendment of description for class 1.1.2, from summary record of notification of incidents to Child Protection where the outcome of the preliminary investigation is a decision not to proceed with the Child Protection Intake to summary record of the reports received by Child Protection where the outcome of the initial assessment is a decision not to proceed to investigation.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 15 August 2012

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Variation 2

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Records of Child Protection & Family Services Functions (08/12)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of the Child Protection & Family Services Functions, issued as Public Record Office Standard (PROS) 08/12 on 12 February 2009, as follows:

Changes to the description of class 6.1.0.

Insertion of the function 8.0.0 Child Protection Order Check Management and the insertion of record classes 8.1.0 and 8.2.0.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 9 July 2013

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Variation 3

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Child Protection & Family Services Functions (08/12)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of the Child Protection & Family Services Functions, issued as Public Record Office Standard (PROS) 08/12 on 12 February 2009, as follows:

- Merged class numbers 1.1.1 and 1.1.2.
- Extended the retention period of the new 1.1.1 class from 2 years to destroy 7 years after the child turns 18 years of age.
- Expanded the coverage of class 5.3.1 to include the Adoption Information Register and applications to be included on the register.
- Changed the retention period of 5.3.1 from destroy 5 years after the date of application to Permanent, retain as State Archives.
- Insertion of the function 9.0.0 Family Services Case Management.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 3 August 2017

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Variation 4

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Child Protection & Family Services Functions (08/12)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of the Child Protection & Family Services Functions, issued as Public Record Office Standard (PROS) 08/12 on 12 February 2009, as follows:

Extend the application of this Standard until varied or revoked

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 19/11/2018

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Variation 5

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Public Record Office Standard (PROS) 08/12

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of the Child Protection and Family Services functions, issued as Public Record Office Standard (PROS) 08/12 on 12/02/2009, as follows:

- The amendment of class 1.5.1 to remove references to sexual assault cases and to add a cross-reference to class 1.5.5
- The addition of a new permanent class 1.5.5 to cover records documenting the reporting and investigation of sexual abuse incidents, allegations and disclosures
- The addition of the following text to the scope of the RDA and across the body as a footer:

‘For records of sexual abuse incidents, allegations, disclosures and the agency’s prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA’

This Variation shall have effect from its date of issue.

[signed]

David Brown

Acting Director and Keeper of Public Records

08 January 2020

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Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Retention and Disposal Authority No	PROS 08/12 VAR 5
Scope	<p>The regulation and provision of protective care to children and young people at risk; adoption and permanent care; and the delivery of family service programs and services by the department(s), their portfolio agencies and service providers responsible for these functions.</p> <p>For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA</p>
Status	Issued by Keeper
Issue Date	08 January 2020

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

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Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

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Concurrence of Public Office

This Authority has the concurrence of:

Signature: [signed]

Name: Fran Thorn

Position: Secretary, Department of Human Services

Date: 06/02/2009

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Department of Health and Human Services. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 12/02/2009

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
1	CHILD PROTECTION	<p>The activities associated with the protection of children under the <i>Children, Youth and Families Act</i> 2005 in alleged cases of abuse or neglect where:</p> <ul style="list-style-type: none"> • the child has suffered or is likely to suffer harm • the harm is significant • the child's parents have not protected the child, and are unlikely to protect the child, from harm of that type. 		
1.1	Intake Evaluation	<p>The activities associated with the evaluation of reports of potential Child Protection cases to the agency. The outcome of this activity may be to take no further action or to accept the child into Child Protection as a client. Whilst a record is maintained of all notifications, a client record is only commenced when a child becomes a client. Over the course of time, a client may enter and leave Child Protection many times. Regardless of the number of intakes episodes for a client, only a single "client record" is maintained to record the complete history of the Agency's interaction with that client.</p>		
1.1.1		<p>Reports received by Child Protection where the outcome of the initial assessment is a decision not to proceed to investigation i.e. no further action is taken</p> <ul style="list-style-type: none"> • the initial report (or transcript) and attachments; 	Temporary	Destroy 7 years after the child turns 18 years of age.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Case Management</i>				
		<ul style="list-style-type: none"> • results of the preliminary investigation • summary record of these reports 		
1.2	Case Management	<p>The ongoing care and management of children in need of Child Protection services, including:</p> <ul style="list-style-type: none"> • detailed investigation of the case; • compilation of a case history; • formulation of a management and action plan; • requesting and receiving reports and assessments; • in-home monitoring of the child and family; • removal of the source of risk to the child; and/or • application for the transfer of custody of the child under a court order. <p>[For case workload planning, including the assignment of cases to staff, and for the supervision and performance management of staff managing cases, see the General Retention & Disposal Authority for Records of Common Administrative Functions.]</p>		
1.2.1		<p>Summary records of the entire case history of a client. The summary record includes:</p> <ul style="list-style-type: none"> • name; 	Permanent	Retain as State archives

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Case Management</i>				
		<ul style="list-style-type: none"> • date of birth; • gender; • address and phone number; • client identifier (ID); • family network (this is a description of how many siblings they have and what their names, gender, age are, their grandparents and significant other members who have had some involvement in the family e.g. Godparents or aunts and uncles); • professional network (these are agencies that may have had something to do with providing support services or health services to the family); • grounds for intervention, address/placement history, court history, history collected at intake/notification (for each intake event); • risk/needs assessment and outcome; • intake outcome decision (for each intake event), supervisor approval, intake date and report; and • case closure summary (details reason / rationale to exit a child from protection service). 		
1.2.2		Case records of Child Protection Services clients where the first intake of the child occurred during or	Permanent	Retain as State archives

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

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Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Case Management</i>				
		<p>before 1989. Includes those clients that have relocated interstate or to New Zealand.</p> <p>Includes records of:</p> <ul style="list-style-type: none"> • Notification/s and investigations leading to intake, • Client Id and personal details, • Family details including addresses, names and relationships, • Transcripts of interviews and meetings, • Requests for reports and assessments, • management and action plans • requesting and receiving reports and assessments • reports of in-home monitoring of the child and family, • application for the transfer of custody of the child under a court order and subsequent custody orders, • reports from Out of Home Service Providers and/or carers, • medical reports • incident report copies • Other progress or situational reports. <p>[For records of clients placed in Permanent Care or</p>		

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No	Function/Activity	Description	Status	Disposal Action
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CHILD PROTECTION - Case Management

		Adoption see also class 5.0.0]		
1.2.3		<p>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.</p> <p>Includes records of:</p> <ul style="list-style-type: none"> • notification/s and investigations leading to intake; • client ID and personal details; • family details including addresses, names and relationships; • transcripts of interviews and meetings; • requests for reports and assessments; • management and action plans; • requesting and receiving reports and assessments; • reports of in-home monitoring of the child and family; • application for the transfer of custody of the child under a court order and subsequent custody orders; • reports from out of home service providers 	Permanent	Retain as State archives

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

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No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Case Management</i>				
		<p style="text-align: center;">and/or carers;</p> <ul style="list-style-type: none"> • medical reports; • incident report copies; and • any other progress or situational reports. <p>[For records of clients placed in Permanent Care or Adoption see also class 5.0.0]</p>		
1.2.4		<p>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.</p> <p>Includes records of:</p> <ul style="list-style-type: none"> • notification/s and investigations leading to intake; • client ID and personal details; • family details including addresses, names and relationships; • transcripts of interviews and meetings; • requests for reports and assessments; • management and action plans; • requesting and receiving reports and assessments; • reports of in-home monitoring of the child and 	Temporary	Destroy 75 years after the child turns 18 years of age.

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Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Case Management</i>				
		family; <ul style="list-style-type: none"> • application for the transfer of custody of the child under a court order and subsequent custody orders; • reports from out of home service providers and/or carers; • medical reports; • incident report copies; and • any other progress or situational reports. 		
1.2.5		Records of case work diaries maintained by case workers and Child Protection Supervisors including: <ul style="list-style-type: none"> • case allocation; • directions and advice on specific cases; and • schedules of case events and activities including records of interviews, actions and outcomes. 	Temporary	Destroy 7 years after the date of last entry.
1.3	Specialist Consultation	The activity of obtaining a specialist consultation, advice or opinion from a Child Protection specialist to assist with case planning in special circumstances.		
1.3.1		Records of the advice, recommendations and guidance provided by on specific child protection cases provided by Child Protections specialists including Principle Child Protection Practitioners. <p>Note: A copy of the outcome is held on the client</p>	Temporary	Destroy 7 years after from date the advice was provided.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Therapeutic Treatment Orders</i>				
		record.		
1.4	Therapeutic Treatment Orders	<p>The activities associated with the placement and management of clients on Therapeutic Treatment Orders and Therapeutic Treatment (Placement) Orders issued by a court under section 244 of the <i>Children, Youth and Families Act 2005</i>.</p> <p>[Records of the Therapeutic Treatment Board use General Retention & Disposal Authority for Records of Common Administrative Functions.]</p>		
1.4.1		<p>Records of clients on Therapeutic Treatment Orders including:</p> <ul style="list-style-type: none"> • referrals and court orders; • police and other evaluation reports; • strategies, advice and recommendations for action; • applications to the Therapeutic Treatment Board for advice; • decisions of the Therapeutic Treatment Board; • applications to the Court for Therapeutic Treatment Orders; • applications to the Court for the extension or revocation of Therapeutic Treatment Orders; and • case records detailing a client's interaction with the Therapeutic Treatment Board. 	Temporary	Destroy 75 years after the child turns 18 years of age.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Therapeutic Treatment Orders</i>				
1.4.2		Records of clients on Therapeutic Treatment (Placement) Orders including: <ul style="list-style-type: none"> • referrals and court orders; • police and other evaluation reports; • strategies, advice and recommendations for action; • applications to the Therapeutic Treatment Board for advice; • decisions of the Therapeutic Treatment Board; • applications to the Court for Therapeutic Treatment (Placement) Orders; and • applications to the Court for the extension or revocation of Therapeutic Treatment (Placement) Orders; and • case records detailing a client's interaction with the Therapeutic Treatment Board. 	Permanent	Retain as State archives
1.5	Incident Reporting	The documentation and reporting of incidents that may occur and affect the client. Includes the process of investigating an incident and resolving any underlying issues or addressing risks that may have contributed to the incident.		
1.5.1		Records of Category One incident reporting, investigation and review. Excludes any incidents, allegations and disclosures of sexual abuse (see class 1.5.5)	Permanent	Retain as State archives

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Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Incident Reporting</i>				
		<p>Category One incidents include:</p> <ul style="list-style-type: none"> • death or serious injury; • physical assault; • significant property or contents damage, that results in a threat to the health and safety of staff and clients (e.g. fire, vandalism etc.); • escape by a person in a youth custodial centre, or a person on temporary leave from a youth custodial centre absconds; • apparent drug or alcohol related death of a client (irrespective of the clients location at the time of the incident); • repeated incidents of a lower category that appear to be systemic; • an event that has the potential to involve the relevant Minister; and/or • an event that has the potential to subject the Department to high levels of public scrutiny. <p>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.</p> <p>Includes summary record.</p> <p>[For records of policy or procedure review, or staff</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Incident Reporting</i>				
		education /training, or staff discipline, or litigation arising from an incident, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
1.5.2		<p>Records of Category Two incident reporting, investigation and review.</p> <p>Category Two incidents include:</p> <ul style="list-style-type: none"> • injury for which medical treatment is sought, but which does not require hospitalisation; • assaults that do not classify as category one incidents; • serious threats made against clients or staff; • unethical behaviour by staff, particularly if it involves taking advantage of clients; • client behaviour that poses a threat to other clients or staff; • criminal behaviour resulting in police intervention; • incidents that have the potential to escalate to a category one incident; and/or • repeated incidents of a lower category that appear to be systemic. <p>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</p>	Temporary	Destroy 7 years after the date of incident, or any resulting investigation concludes, or any applicable appeal period expires, whichever is longer.

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No	Function/Activity	Description	Status	Disposal Action
<i>CHILD PROTECTION - Incident Reporting</i>				
		mitigation that may assist in the prevention of similar incidents occurring. [For records of policy or procedure review, or staff education /training, or staff discipline, or litigation arising from an incident, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
1.5.3		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 date of entry.
1.5.4		Records of Category Three incident reporting, investigation and review. Category three incidents are considered to be those that interrupt normal work or routines, but the significance of the incident does not extend beyond the workplace or facility e.g. a broken window or similar minor damage to the facility, loss or breakage of client personal items (not including theft). Category Three incidents are not reported to Head Office, and are dealt with at the Regional Office level. 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. [For records of policy or procedure review, or staff	Temporary	Destroy 5 years after the date of incident.

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No	Function/Activity	Description	Status	Disposal Action
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CHILD PROTECTION - Incident Reporting

		education /training arising from an incident, please see the General Retention and Disposal Authority for Records of Common Administrative Functions.]		
1.5.5		<p>Records documenting the reporting and investigation of sexual abuse incidents, allegations and disclosures, including those the Department may categorise as Category One incidents. Includes allegations and disclosures that are not proven and those referred to external law enforcement agencies. Also includes records of activities undertaken to provide support and redress.</p> <p>Records of investigation include:</p> <ul style="list-style-type: none"> • records of the initiating allegation, complaint or disclosure including incident reports • records of investigations carried out including cases referred to external law enforcement agencies • evidence collected and collated including records and transcripts of interviews, witness statements, notes of meetings or discussions • any physical exhibits collected such as photographs and audio visual records <p>Records of actions taken to address sexual abuse that has occurred or is alleged to have occurred include:</p> <ul style="list-style-type: none"> • records relating to any disciplinary action taken 	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION</i>				
		<ul style="list-style-type: none"> • records of any appeals or reviews of organisational decisions • records of cases referred to external law enforcement including legal proceedings or cases heard by other bodies, tribunals or courts and any decisions made <p>Also includes correspondence and liaison with other government agencies relating to sexual abuse that has occurred or is alleged to have occurred.</p> <p>Records of activities undertaken to provide support and redress include:</p> <ul style="list-style-type: none"> • records of mediation • records of services provided including counselling or other medical care • records of claims and any resulting compensation 		
2	CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION	<p>The activities associated with the registration of Client Services Organisations (CSOs), Out-of-Home Service Provider and Carers under the <i>Child, Youth and Families Act 2005</i> and the monitoring and reporting of compliance and quality of service provision.</p> <p>The same activities govern the registration and engagement of CSOs for Family Services.</p>		
2.1	CSO and Out of Home Provider Assessment	The activities associated with the accreditation and formal registration of Out-of-Home-Service providers		

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No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - CSO and Out of Home Provider Assessment and Registration</i>				
	and Registration	and CSOs. CSOs and providers must be accredited in the services provided and registered with the agency before they can be engaged to provide the required services.		
2.1.1		<p>Summary records of registration of CSOs and Out-of-Home-Service providers for Child Protection and Family Services under the <i>Children, Youth and Families Act 2005</i>.</p> <p>Includes:</p> <ul style="list-style-type: none"> • name and address and identifier of the organisation providing the service, • the accredited service/s provided, • the date of registration/ renewal of registration, • the last accreditation audit results 	Permanent	Retain as State archives
2.1.2		<p>Records of successful registration applications to become or re-register as a CSO or Out-of-Home-Service providers. Includes:</p> <ul style="list-style-type: none"> • applications; • evaluations & assessments; • service agreement and contracts; • audit reports and evaluations; • renewals of registration; and • interim monitoring and performance 	Temporary	Destroy 15 years after the date on which registration has expired.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - CSO and Out of Home Provider Assessment and Registration</i>				
		evaluations (resulting from incident reports or ad hoc checking).		
2.1.3		Records relating to unsuccessful registration applications to become a CSO or Out-of-Home-Service providers. Includes applications, evaluations/assessments and outcome.	Temporary	Destroy 2 years after the date on which the application was evaluated.
2.2	Out-of-Home-Service Providers Auditing	Activities related to the mandatory, independent auditing of the competency and compliance of Out-of-Home-Service providers to maintain registered status.		
2.2.1		Records related to the independent auditing and evaluation of registered Out-of-Home-Service providers against the agencies stated competency criteria.	Temporary	Destroy 7 years after registration or re-registration ceases.
2.3	Engagement of CSO's and Out of Home Service Providers	The activities associated with the engagement of CSOs and Out-of-Home-Service providers. Engagement is usually undertaken by regional offices according to local needs. Service providers are engaged under service agreements and must be registered before they can be engaged to provide services. [For registration records, use 2.1.0]		
2.3.1		Records of the engagement of CSOs and Out-of-Home-Service providers. Includes records of:	Temporary	Destroy 15 years after the period of engagement has ceased.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Monitoring and Review</i>				
		<ul style="list-style-type: none"> • assignment of cases to CSOs and Out-of-Home service providers; • details of the services required; • the service contracts and agreements, including details of conditions & remuneration and any variations; • transaction details; and • performance reviews. <p>[For the management of Service Agreements and Contracts see the General Retention & Disposal Authority for Common Administrative Functions.]</p>		
2.4	Monitoring and Review	<p>The activities associated with the regular monitoring of CSOs and Out-of-Home-Service providers to ensure that:</p> <ul style="list-style-type: none"> • services provided to clients are of a desirable standard; • are subject to continuous improvement; • services being offered are adequate; • processes in place are effective; • legislative requirements are being met; and/or • any risks or issues of concern dealt with appropriately. 		
2.4.1		Records of the annual audit and review of CSOs and	Temporary	Destroy 7 years after

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Monitoring and Review</i>				
		<p>Out-of-Home-Service providers as required by the service agreements between the agency and providers. The annual audit is applied at a company level so that the audit of a provider spans all of the centres and locations that the provider operates from and all of the services provided. Includes:</p> <ul style="list-style-type: none"> • filtered and aggregated audit information received from the providers; • analysis of the audit data; • determinations as to whether service quality and levels are adequate or whether a service review is required. <p>[For records of service reviews, see 2.4.2]</p>		date of review.
2.4.2		<p>Records of the monthly service reviews undertaken by the agency on individual service providers. Monthly audits generally cover a specific service or location. Includes reports and assessments to determine if:</p> <ul style="list-style-type: none"> • services being offered are adequate; • processes in place are effective; • legislative requirements are being met; and/or • any risks or issues of concern are dealt with appropriately. 	Temporary	Destroy 7 years after date of review.
2.5	Carer Registration	The activities associated with the registration of carers, volunteers and foster carers providing		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Carer Registration</i>				
		<p>services directly to the agency or through a registered care provider service under the <i>Children, Youth and Families Act 2005</i>.</p> <p>Includes the assessment of applications for registration.</p> <p>Also includes any activities associated with the renewal or revocation of registration.</p>		
2.5.1		<p>Summary records of all out of home carers registered in respect to the provision of Child Protection services under section 80 of the <i>Children, Youth and Families Act 2005</i>.</p> <p>The summary record includes:</p> <ul style="list-style-type: none"> • name, address and identifying details of the carer; • date of initial registration • date of latest renewal of registration • status of registration • status of any mandated security or safety registration requirements (if applicable) 	Permanent	Retain as State archives
2.5.2		<p>Records of successful applications from prospective out-of-home carers and carers wishing to register under Part 3.4 of the <i>Children, Youth and Families Act 2005</i> that are successful. Includes records of:</p> <ul style="list-style-type: none"> • the application for registration or renewal of registration, 	Temporary	Destroy 10 years after the date on which the registration has expired or has been ceased.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Carer Registration</i>				
		<ul style="list-style-type: none"> • the registration decision, and • details of any conditions of registration that are imposed on the provider. 		
2.5.3		<p>Records of unsuccessful applications for registration of prospective carers or unsuccessful applications for renewal of registered carers wishing to renew their registration as required under Part 3.4 of the <i>Children, Youth and Families Act 2005</i>. Includes records of:</p> <ul style="list-style-type: none"> • the decision and the reason/s behind the decision; • any initial notices issued under the <i>Children, Youth and Families Act 2005</i> conveying the proposed decision to the applicant to not register them; • any submissions in response to notices & assessments of these submissions. 	Temporary	Destroy 5 years after date of decision.
2.6	Revocation of Registration	The revocation of any registration of a carer under the <i>Children, Youth and Families Act 2005</i> .		
2.6.1		<p>Records relating to the revocation of the registration of a carer. Includes:</p> <ul style="list-style-type: none"> • details of investigations undertaken, • reasons behind the decision to revoke the registration of the carer, • any initial notices issued under the <i>Children,</i> 	Temporary	Destroy 75 years after date of last registration.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Revocation of Registration</i>				
		<p>Youth and Families Act 2005 conveying the proposed decision to the provider to revoke their registration,</p> <ul style="list-style-type: none"> • any submissions received and considered in response to the notice, and • details of formal investigations into allegations and proceedings for hearings by the Suitability Panel. 		
2.6.2		Records of the preparation for any agency appearance at VCAT resulting from an appeal by an applicant or carer against a decision made by the agency or the Suitability Panel to not register the carer or to revoke registration of that carer.	Temporary	Destroy 10 years after date of decision.
2.7	Investigations of Carers	<p>The activities associated with investigating and responding to concerns raised regarding the quality of care provided by any child protection carers. Includes:</p> <ul style="list-style-type: none"> • paid or voluntary carers who are registered and provide either home-based or residential care; and • kin or family friends of a client who provide Out of Home Care support 		
2.7.1		Records of the screening and investigation of allegations or concerns of abuse or neglect which have been found to be unsubstantiated and no further action is required to be taken.	Temporary	Destroy 50 years after the date on which registration has expired or revoked.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CSO, OUT OF HOME SERVICE PROVIDER & CARER REGULATION - Investigations of Carers</i>				
2.7.2		Records of the screening and investigation of allegations or concerns that do not relate to abuse or neglect, which have been found to be unsubstantiated and no further action is required to be taken.	Temporary	Destroy 5 years after the date on which registration has expired or been revoked.
2.7.3		Records of the initial screening and investigation of allegations or concerns that do not relate to abuse and neglect, which have been substantiated and it is deemed appropriate that the CSO responsible for the carer is to address the issue through supervision and/or support.	Temporary	Destroy 15 years after the date on which registration has expired or been revoked.
2.7.4		Records of formal reviews undertaken on carers where there has been an incident or repeated incidents of concern (not relating to abuse or neglect) which require formal intervention by the Department. Includes details of the reasons for the review, findings and outcomes of review, recommendations and advice provided to the CSOs and carers involved.	Temporary	Destroy 15 years after the date on which registration has expired or been revoked.
2.7.5		Records of the investigation of allegations or concerns that relate to abuse and neglect which have been substantiated and where prescribed actions (for example, removal of child from a carer) have been recommended to resolve the matter. Includes records of recommendations and reports made to police to investigate matters and records of police investigations.	Permanent	Retain as State archives

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD DEATH INVESTIGATION & REPORTING</i>				
3	CHILD DEATH INVESTIGATION & REPORTING	The review of child death reports received from the Coroner under <i>sections 21(2) and 22(A) of the Coroners Act 1985</i> of records relating to child death in the State of Victoria and the matching of these records to client records to determine if the child is, or has been, a client of Child Protection and the death requires agency investigation and reporting.		
3.1		<p>Records of child death reports where the child is or has been a client of Child Protection services. Includes:</p> <ul style="list-style-type: none"> • coronial report and other information as provided, • records of investigations and enquiries into the circumstances of the child death, • copies of associated incident reports, • reports concerning the circumstances of the death, the findings of any investigation and actions undertaken by the agency or other parties. <p>[For client records, refer to 1.2.0] [For incident records, refer to 1.5.0]</p>	Permanent	Retain as State Archives
3.2		<p>Records of child death reports where the child is a sibling or relative of a child who is or has been a client of the Child Protection Services.</p> <p>[Notification of sibling/relative deaths are matched to client records. For these client records, refer to</p>	Temporary	Destroy 50 years after date of notification.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CHILD DEATH INVESTIGATION & REPORTING</i>				
		1.2.0]		
3.3		Records of child death reports where the child has no relationship with a child who is or has been a client of the Child Protection Services.	Temporary	Destroy after administrative use has concluded.
4	COMPLEX CARE COORDINATION	The function of providing assistance and coordinating services to clients who have been assessed as qualifying for Multiple and Complex Needs intervention. Multiple and Complex Needs activities relates to the coordination of support services, usually supplied by one or more service providers, for specific clients with multiple needs.		
4.1		<p>Records of the coordination of services provided to and the management of clients receiving Multiple and Complex services from the agency. The records include:</p> <ul style="list-style-type: none"> • discussions and referrals from service providers; • preliminary advice regarding a client's eligibility for a Multiple and Complex Needs response; • advice regarding alternative support options open to the client; • input to case discussions and problem solving meetings in regard to referrals; • Multiple and Complex Needs Referral Form; • advice and correspondence from the Multiple 	Temporary	Destroy 75 years after date of cessation of Multiple and Complex Needs services.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE</i>				
		<p>and Complex Needs Panel;</p> <ul style="list-style-type: none"> • copies of Service Provider reports and progress notes. 		
5	ADOPTIONS AND PERMANENT CARE	<p>The activities associated with the regulation and management of the adoption or permanent care of children within the State of Victoria, including:</p> <ul style="list-style-type: none"> • Local Adoption • Permanent Care • Inter-Country Adoption Service (ICAS) • Requests to access information on past adoptions • Placement of children for adoption, permanent care or temporary (foster) care <p>Permanent Care is a legal arrangement that comes about when a permanent care order is made by the Children's Court, granting custody and guardianship of a child to a permanent family (other than the birth family).</p> <p>[Records of the foster carers, see 2.0.0]</p>		
5.1	Assessment and management of Local Adoption or Permanent Care Applications	<p>The assessment and management of adoption or permanent care applications.</p> <p>The sequence of activities is:</p> <ol style="list-style-type: none"> 1. Registration of interest to adopt or offer permanent care of a child; 		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and management of Local Adoption or Permanent Care Applications</i>				
		2. Attendance at an information session; 3. Participation in education groups 4. Lodgement of an Expression of Interest to Adopt or provide permanent care; 5. Assessment of applicants eligibility to adopt or offer permanent care; 6. Matching of eligible applicants to children for adoption or permanent care; and 7. Completion of the adoption/permanent care process and follow-up visits. Note: Records resulting from each activity forms the basis for the subsequent activity. i.e. records are cumulative through the entire process. If an application ends at an interim step without completing the entire process, then the point at which the application terminated determines the disposition of the records collected to that point.		
5.1.1		Records of the receipt and registration of interest of couples/families for adoptions or permanent care that do not proceed.	Temporary	Destroy 2 years after the date of registration.
5.1.2		Records of expressions of interest for adoption/permanent care that are withdrawn after attendance at an information session run by the agency.	Temporary	Destroy 5 years after the date of the session.
5.1.3		Records of prospective applicants who have chosen not to submit or proceed with an application for	Temporary	Destroy 10 years after

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and management of Local Adoption or Permanent Care Applications</i>				
		adoption/permanent care after attending one or more education session run by the agency. Includes supporting information submitted with the expression of interest such as written references, medical assessments etc.		the date of the session.
5.1.4		Records of applications that do not proceed because no match to a child eligible for adoption or permanent care is found. Includes expressions of interest, applications and supporting information, assessments and reports.	Temporary	Destroy 20 years after the date the application was submitted / last renewed.
5.1.5		Records of applications that do not proceed because the application is assessed as ineligible for approval. Includes expressions of interest, applications and supporting information, assessments and reports.	Temporary	Destroy 40 years after the date of withdrawal / decision.
5.1.6		Records of applications for adoption or permanent care that have been successful and proceeded to adoption or permanent care. Includes all records associated with an application that has passed through the entire process such as: <ul style="list-style-type: none"> • Expressions of Interest; • Application and supporting information; • References; • Evidence of at least two years of marriage or de facto relationship; • Assessment reports; 	Permanent	Retain as State archives

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and Management of Inter-Country Adoptions</i>				
		<ul style="list-style-type: none"> • For permanent care applications, the application for and issue of a permanent care order under Part 4.10 of the <i>Children, Youth and Families Act 2005</i>; and • Follow-up Visit reports (post adoption / permanent care). 		
5.2	Assessment and Management of Inter-Country Adoptions	<p>The activities associated with the assessment and management of applications for the adoption of children from overseas by residents of Victoria. Overseas adoptions are under Commonwealth Government control but administered by each State according to a common, agreed process; by the Inter Country Adoption Service (ICAS) program. The sequence of activities for Inter Country Adoptions is:</p> <ol style="list-style-type: none"> 8. Registration of interest to adopt an overseas child 9. Attend an information session 10. Lodge a formal Application to Adopt an Overseas Child 11. Assessment of applicants eligibility to adopt 12. Lodgement of eligible adoption requests with relevant overseas adoption agencies. 13. Matching eligible applicants to children for adoption. Applications must be renewed every two years if no matches are found. 14. Completion of the adoption process and 		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and Management of Inter-Country Adoptions</i>				
		<p style="text-align: center;">follow-up visits</p> <p>Note: Records resulting from each activity forms the basis for the subsequent activity i.e. records are cumulative through the entire process. If an application ends at an interim step without completing the entire process, then the point at which the application terminated determines the disposition of the records collected to that point.</p>		
5.2.1		<p>Records relating to the receipt and registration of summary details of couples/families expressing interest in adopting a child from overseas but which do not proceed to subsequent stages in the process. This could be either before or after attendance at an information session, but before any lodgement of a formal application. Includes:</p> <ul style="list-style-type: none"> • expression of interest with summary details of the applicants • confirmation of attendance at an ICAS information session. • any completed pro-formas and questionnaires. 	Temporary	Destroy 5 years after the date of registration.
5.2.2		<p>Records of formal applications that do not proceed because:</p> <ul style="list-style-type: none"> • the interest or application is withdrawn, or • the application is assessed as ineligible for approval, or 	Temporary	Destroy 8 years after the date of registration.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and Management of Inter-Country Adoptions</i>				
		<ul style="list-style-type: none"> • no match to a child eligible for adoption is found amongst participating countries and the application has not been renewed after two years. 		
5.2.3		Records of the review of decisions to not approve an application, and/or the records of appearance at VCAT hearings of appeals against refusals of application.	Temporary	Destroy 15 years after the date of review/appeal.
5.2.4		<p>Records of applications for adoption that have been assessed as eligible and have been forwarded to the appropriate overseas agencies for matching. The records include the ICAS entry level processing records plus:</p> <ul style="list-style-type: none"> • pre-assessment documentation (i.e. person overviews, life stories and geno grams). • records of assessments and assessment interviews, including a home study reports, • decision in relation to the suitability and eligibility of the applicants to adopt, • the coordination of the submission of applications to overseas agencies, including: • the submission of any supporting or additional documentation required by consular representatives or embassy staff, and/or • the translation of documents, and/or the authentication of documents prior to 	Temporary	Destroy 15 years after the date of registration.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
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ADOPTIONS AND PERMANENT CARE - Assessment and Management of Inter-Country Adoptions

		submission, and <ul style="list-style-type: none"> • the acknowledgement of receipt by the receiving country. 		
5.2.5		Records of successful applications for overseas adoptions including: <ul style="list-style-type: none"> • notification from an overseas agency that a match has been made; • formal notification to prospective parents that a match has been made, including the provision of background and health information on the child; • visits by assessing Social Workers to discuss the match with the prospective parents and answer initial queries; • requests for additional background or health information from the overseas agency; • return visits by assessing Social Workers to determine if the prospective parents have decided to proceed with or decline the match; • notification to the overseas agency regarding whether a match has been accepted or declined; • notification from an overseas agency that a child is ready to travel and that visas are in place; and • advice to adoptive parents preparing to travel 	Permanent	Retain as State archives

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Assessment and Management of Inter-Country Adoptions</i>				
		to collect their child.		
5.2.6		<p>Records of post-placement monitoring and support for families with an adopted child from overseas during the first twelve months of placement. Includes:</p> <ul style="list-style-type: none"> • health screening assessment following arrival in Victoria, • follow up visits to assess and advise on the settling in period, • referrals to medical or behavioural services, • progress reports lodged with ICAS • final social worker report lodged with ICAS endorsing an application for adoption (where the adoption occurs in Victoria). 	Permanent	Retain as State archives
5.3	Requests for Information on Adoptions	<p>The activities associated with processing applications for information on adoptions.</p> <p>Note: Applications regarding information held on Wards of the State are made under the <i>Freedom of Information Act 1982</i>. Use the General Retention and Disposal Authority for Common Administrative Records for records of these applications.</p>		
5.3.1		Records of the requests for and the provision of information regarding adoptions under the <i>Adoptions Act 1984</i> to approved applicants. Includes the Adoption Information Register, and applications to be	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
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ADOPTIONS AND PERMANENT CARE - Placement of Children for Adoptions, Permanent Care or Foster Care.

		included on the register.		
5.4	Placement of Children for Adoptions, Permanent Care or Foster Care	<p>The activities associated with the placement of children to be cared for and raised by a family other than the birth parent/s. The options available for the temporary and permanent care of children in these situations include:</p> <ul style="list-style-type: none"> • Foster Care: This form of care is usually short term (perhaps a few weeks) and if voluntary, the birth parents remain as the legal guardians of the child during the term of care. • Permanent Care: A Parenting Order provides a formal arrangement for the care of a child, on a permanent basis, by a family other than the birth family. The order includes details of the residence, contact arrangements and special issues/arrangements determined by the court. Under a Parenting Order, the child's inheritance rights and birth certificate remain unchanged though the child's name may be changed. • Adoption: An adoption order granted by the County Court means that the adoptive parents become the legal parents on a permanent basis. The order affects the child's name, inheritance rights and birth certificate and includes arrangements for residence, contacts and special conditions. The adoption process may only be carried out by an authorised 		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Placement of Children for Adoptions, Permanent Care or Foster Care.</i>				
		adoption agency.		
5.4.1		Records of child care arrangements whereby the child is placed in foster care until the birth parents are able to look after the child or other permanent care arrangements are made.	Temporary	Destroy 75 years after the child turns 18 years of age.
5.4.2		Records of permanent child care arrangements whereby the child is permanently placed within another family under a parenting order. Includes details of the birth parents, the child and the placement process.	Permanent	Retain as State archives
5.4.3		Records relating to the relinquishment of a child for adoption and which proceed to the granting of an adoption order. Includes details of the birth parents, the child and the relinquishment process.	Permanent	Retain as State archives
5.4.4		Records relating to requests to relinquish a child where the consent for placement of the child is not given or is withdrawn before the foster, adoption or permanent placement is granted.	Temporary	Destroy 15 years after the date of application.
5.5	Approval of Authorised Adoption Agencies	Authorisation of organisations to operate as adoption agencies on behalf of the Department. Applications are made by organisations to the Secretary under the <i>Adoptions Act 1984</i> .		
5.5.1		Successful applications by organisations to operate as adoption agencies. Includes renewals. Also includes records of determinations by the Secretary	Permanent	Retain as State archives

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>ADOPTIONS AND PERMANENT CARE - Approval of Authorised Adoption Agencies</i>				
		to suspend or revoke the authorisation granted to an adoption agency.		
5.5.2		Unsuccessful applications by organisations to operate as adoption agencies.	Temporary	Destroy 15 years after the date of application.
6	SUBPOENA COMPLIANCE	The process of complying with subpoenas received for client records and the management of the agency response.		
6.1		Records relating to individual subpoenas for client records including: <ul style="list-style-type: none"> • The subpoena, • The agency response to the subpoena, • Details of agency records supplied with the subpoena Original records are returned to the appropriate client records when the action has been completed.	Temporary	Destroy 15 years after court action has been completed.
7	CONCESSIONS, GRANTS and Rebates	The function of managing a concessions, grants and rebates program as per Ministerial Orders issued under the <i>State Concessions Act 2004</i> . Grants and rebates administered by the agency include: <ul style="list-style-type: none"> • Non-mains Utility Relief Grant Scheme (NURGS), • Utility Relief Grant Scheme (URGS), 		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations - see class 1.5.5 of this RDA

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>CONCESSIONS, GRANTS and Rebates - Assessment of Grant and Rebate Applications</i>				
		<ul style="list-style-type: none"> • Capital Grants Scheme, • Carted and non-mains water rebate scheme. 		
7.1	Assessment of Grant and Rebate Applications	The activity associated with assessing grant and rebate applications.		
7.1.1		Records of Grant applications including the original application, proof of eligibility and quotations	Temporary	Destroy 5 years after the end of the financial year in which the is made.
7.1.2		Records of Rebate applications including the original application, proof of eligibility and proof of expenditure.	Temporary	Destroy 5 years after the end of the financial year in which the application is made.
8	Child Protection Order Check Management	<p>The receipt, evaluation and management of applications from Assisted Reproductive Treatment providers for a child protection order check under the Section 12 of the <i>Assisted Reproductive Treatment Act 2008</i> in relation to a woman who has requested to undergo Assisted Reproductive Treatment, and her partner if any.</p> <p>Includes the checking of persons with regard to whether a child protection order has been made removing a child from the person's custody or guardianship.</p> <p>If a check specifies that a child protection order has been made removing a child from the custody or</p>		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>Child Protection Order Check Management</i>				
		<p>guardianship of the woman or her partner a presumption against providing a treatment procedure is applied against the woman by the treatment provider.</p> <p>Applicants for whom a presumption against providing a procedure applies may apply to the Patient Review Panel for a review. Also includes associated ongoing management activities such as preparation for a review by the Patient Review Panel.</p>		
8.1		Records documenting the receipt of applications and assessment of child protection records.	Temporary	Destroy 10 years after last action.
8.2		Records documenting the preparation for any review by the Patient Review Panel, or subsequently to VCAT, concerning the issuing of any statement of results where child protection orders are identified.	Temporary	Destroy 10 years after date of decision.
9	FAMILY SERVICES CASE MANAGEMENT	<p>A program of family services funded by the Department and delivered by registered community service organisations across Victoria. The services are voluntary and aim to:</p> <ul style="list-style-type: none"> • improve family functioning, and thereby protect children and young people • provide timely support to families experiencing difficulties before issues escalate • build capacity and resilience within children, families, and communities <p>Includes services designed to support vulnerable</p>		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>FAMILY SERVICES CASE MANAGEMENT</i>				
		<p>children and their families, including where the family may be experiencing the following:</p> <ul style="list-style-type: none"> • family violence • difficulties due to mental or physical illness, disability or bereavement • parenting problems • isolation or a lack of support • a social or economic disadvantage <p>Services are delivered through a variety of mechanisms, including outreach, in-home support, family group conferencing, group work, counselling, and referral to secondary services.</p> <p>See <i>PROS 08/13 RDA for Disability Services Function</i> for records of referrals and case management of clients requiring assistance with the management of a disability.</p> <p>See <i>PROS 09/09 RDA for Records of Mental Health, Alcohol and Drugs Functions</i> for records of referrals, and case management of clients requiring assistance with the management of a mental health, alcohol or drug related condition.</p> <p>See <i>Patient Information Records</i> for records of the delivery of health services, treatment and care</p> <p>See <i>PROS 01/01 RDA for School Records</i> for records of student support services</p>		

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>FAMILY SERVICES CASE MANAGEMENT</i>				
		See <i>PROS 09/05 GDA for Local Government Functions</i> for records of community or home-based support services.		
9.1	Summary Client Records	<p>Summary records of family services case management. Depending on the nature of the services being offered, the summary record may include:</p> <ul style="list-style-type: none"> • name; • date of birth; • gender; • address and phone number; • client identifier (ID); • family network (this is a description of the client's family structure and general situation); • professional network (these are agencies that may have had something to do with providing support services or health services to the client and/or family); • source of referral; • referrals made to other services; • risk/needs assessment and outcome; • commencement and completion dates; and • case closure summary 	Temporary	Destroy 50 years after last date of contact, or client reaches 18 years of age, whichever is later.

Retention and Disposal Authority for Records of Child Protection & Family Services Functions

Authority number: PROS 08/12 VAR 5

No	Function/Activity	Description	Status	Disposal Action
<i>FAMILY SERVICES CASE MANAGEMENT</i>				
9.2	Detailed Client Records	<p>Detailed client case records created and collated during the delivery of services.</p> <p>Includes:</p> <ul style="list-style-type: none"> • referrals and other admission documentation • session notes • assessment reports • correspondence with the client, professional support network providers (e.g. doctors and other medical specialists, accommodation providers etc.) • court documentation (where the client is accessing the services as a result of a court order) 	Temporary	Destroy 30 years after date of last contact, or client reaches the age of 18, whichever is later.
9.3	Referrals with No Intake	Records of referrals where no client intake results.	Temporary	Destroy 7 years after date of receipt, or child reaches the age of 18, whichever is later.