

**Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions**

Authority number: PROS 08/16 VAR 1



PROS 08/16 VAR 1

**Retention and Disposal Authority for Records of  
Youth Justice and Youth Services Functions**

Status Date: 12/06/2020

# Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

## Variation 1

### Public Records Act 1973 (Section 12) Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions (PROS 08/16)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of Youth Justice and Youth Services Functions, issued as Public Record Office Standard (PROS 08/16) on 12/02/2009, as follows:

- The amendment of class 4.4.1 to remove references to sexual assault and to add a cross-reference to class 4.4.5.
- The addition of a new permanent class 4.4.5 for records documenting the reporting and investigation of sexual abuse incidents, allegations and disclosures.
- The addition of the following text across the body of the RDA 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 4.4.5 of this RDA.'
- The addition of a new function for Youth Services Case Management (7.0). Includes classes for Summary Client Records (7.1.1), Detailed Client Records (7.1.2) and for Referrals with No Intake (7.1.3).
- Extension of the application of this Standard until varied or revoked.

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood  
Director and Keeper of Public Records

Date of issue: 12 June 2020

# Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

## Copyright Statement

© State of Victoria 2020



Except for any logos, emblems, and trade marks, this work (PROS 08/16 VAR 1 Youth Justice and Youth Services Functions) is licensed under a Creative Commons Attribution 4.0 International license, to the extent that it is protected by copyright. Authorship of this work must be attributed to the Public Record Office Victoria. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>

## Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

# Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

<b>Retention and Disposal Authority No</b>	PROS 08/16 VAR 1
<b>Scope</b>	The delivery of programs and services to young people and the management of the youth justice system by the Department(s) and their portfolio agencies, responsible for these functions.
<b>Status</b>	Issued
<b>Issue Date</b>	12/06/2020

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

List of Functions and Activities covered

Reference	Function	Activity	Page
1	ADMISSION & REGISTRATION		11
1.1		Admission Into Youth Justice System	11
1.2		Registration	11
2	COMMUNITY SUPERVISION SERVICES		13
2.1		Assessment and Planning	13
3	CUSTODIAL SERVICES		14
3.1		Admissions Into Custody	14
3.2		Release From Custody	15
3.3		Assessment and Planning	16
3.4		Movements	17
3.5		Client Finances	17
3.6		Staff Communications	18
3.7		Deaths in Custody	18
4	CLIENT COMPLIANCE		19
4.1		Warrant Applications	19

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

List of Functions and Activities covered
--

Reference	Function	Activity	Page
4.2		Warnings & Penalties	19
4.3		Searches	22
4.4		Incident Reporting	22
5	PROGRAMS & SERVICES		28
5.1		Establishment, Monitoring & Review	29
6	REFUGEE MINOR PROGRAM		29
6.1		Case Management	30
7	YOUTH SERVICES CASE MANAGEMENT		31
7.1		Case Management	31

# Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

## 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](http://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.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

**Authority number: PROS 08/16 VAR 1**

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.

# Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

**Authority number: PROS 08/16 VAR 1**

## **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 must be managed and transferred in accordance with PROV Standards.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

### Concurrence of Public Office

This Authority has the concurrence of:

---

[signed]

Name: Fran Thorn (signed)

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 February 2009

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
1	<b>ADMISSION &amp; REGISTRATION</b>	The management of Youth Justice clients who are young offenders under either community supervision or custodial orders.		
1.1	<b>Admission Into Youth Justice System</b>	The activities related to the admission of a young offender into Youth Justice management and control.		
1.1.1		Pre-sentence reports and advice provided to the Children's Court, County Court, Magistrates' Court & Supreme Court to assist the courts to determine an appropriate sentence for a young offender. Includes the requests which are made under s.571 of the <i>Children Youth and Families Act 2005</i> .	Temporary	Destroy 7 years after the offender has reached 18 years of age or the date of completion of sentence (whichever is longer).
1.2	<b>Registration</b>	The activities related to the registration of youth justice clients.		
1.2.1		The records that uniquely identify each youth justice client. Includes name, date of birth, gender, offence committed, date and duration of court order, offence history, date of admission, date of discharge and/or order expiry.  Includes hard copy registers and indexes and the registration data contained in any electronic case management system.	Permanent	Retain as State archives
1.2.2		Community supervision court orders (i.e. non-custodial) pertaining to clients. Includes probation orders, youth supervision orders and youth	Temporary	Destroy 7 years after completion of order.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*ADMISSION & REGISTRATION - Registration*

		attendance orders.		
1.2.3		Custodial court orders pertaining to clients.	Temporary	Destroy 7 years after the offender has reached 18 years of age or the date of completion of sentence (whichever is longer).
1.2.4		Bail orders placing a client on bail prior to appearing in court for a remand hearing.	Temporary	Destroy 1 year after completion of order.
1.2.5		Remand warrants placing a client on remand pending appearance in court.	Temporary	Destroy 2 years after completion of remand period.
1.2.6		Order and summons for clients on remand or on a custodial order to attend court.	Temporary	Destroy 1 year after the custodial order is completed.
1.2.7		Charge and summons issued by the police that relate to a client on a custodial order.	Temporary	Destroy 1 year after the custodial order is completed.
1.2.8		Parole orders authorising the release of a client from custody.	Temporary	Destroy 7 years after completion of parole.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY SUPERVISION SERVICES</i>				
2	<b>COMMUNITY SUPERVISION SERVICES</b>	The function of managing community supervision clients. Community supervision clients are young offenders under a community supervision order.		
2.1	<b>Assessment and Planning</b>	The activity of determining the required services for clients.		
2.1.1		The assessment of the needs of a client to establish a rehabilitation plan [client service plans].  Plans incorporate any conditions of bail or requirements under Probation Youth Supervision or Youth Attendance Orders. Also includes referrals of a client to service providers such as alcohol and drug counselling, mental health services and employment services.	Temporary	Destroy 7 years after the client has reached 18 years of age or the date of expiry of the court order (whichever is longer).
2.1.2		The monitoring of community supervision clients to: <ul style="list-style-type: none"> <li>• ensure services are being accessed and attendance is regular; and/or</li> <li>• assess status of progression through the client service plan (and adjust if necessary); and/or</li> <li>• ensure conditions of a probation, Youth Attendance, Youth Supervision or parole order are being met (e.g. attendance at community service work program, compulsory reporting (in person) to Youth Justice unit, service referrals are taken up etc.).</li> </ul>	Temporary	Destroy 7 years after the client has reached 18 years of age or the date of expiry of the court order (whichever is longer).

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CUSTODIAL SERVICES</i>				
3	<b>CUSTODIAL SERVICES</b>	The function of managing custodial clients and custodial centres. Custodial clients are young offenders under a custodial order including remand, youth justice centre and youth residential centre orders.		
3.1	<b>Admissions Into Custody</b>	The activities related to the admission of a client into a custodial centre.		
3.1.1		<p>Registration of admission of a client into a custodial centre. Includes name, date of birth, gender, client identifier (ID), offence*, date of admission, discharge date.</p> <p>*In cases where more than one offence is listed on the warrant accompanying the client upon admission, the offence listed in the Admissions Register will be the most serious offence listed on the warrant.</p>	Permanent	Retain as State archives
3.1.2		<p>Records created at the admission of a client into a custodial centre. Includes records of the initial interview to record physical description; next of kin; former address; cultural, dietary or religious requirements; belongings; nominated visitors and telephone contacts. Also includes details of any immediate medical treatment requirements. Also includes notification of admission to:</p> <ul style="list-style-type: none"> <li>• Parents, guardians or next of kin;</li> <li>• Carers or accommodation placement staff</li> </ul>	Temporary	Destroy 17 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CUSTODIAL SERVICES - Release From Custody</i>				
		<p>(where the child is in care or receiving accommodation services);</p> <ul style="list-style-type: none"> <li>• Custody health services;</li> <li>• Protective Services, Disability Services, Community Service Organisations (where the child is also a client of these services);</li> <li>• The most senior person on duty at the custody centre;</li> <li>• The on-call manager (where there are significant concerns about the clients wellbeing);</li> <li>• Aboriginal support worker (for Aboriginal clients).</li> </ul> <p>[For records of clients who have died in custody, use class 3.7.0]</p>		
3.2	<b>Release From Custody</b>	The activities related to the discharge of a client from a custodial centre.		
3.2.1		<p>Records created when clients are released from custody, including:</p> <ul style="list-style-type: none"> <li>• the return of belongings lodged upon admission;</li> <li>• arrangements for the collection of the client from the centre;</li> <li>• provision of a copy of Youth Parole/Residential</li> </ul>	Temporary	Destroy 17 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CUSTODIAL SERVICES - Assessment and Planning</i>				
		Board papers to the client; <ul style="list-style-type: none"> <li>• registration of a copy of Youth Parole/Residential Board papers against the client summary record or copy of order granting remissions.</li> </ul>		
3.3	<b>Assessment and Planning</b>	The activity of determining the required services for clients.		
3.3.1		The assessment of the needs of a client to establish a rehabilitation plan [client service plans]. Records include referrals of a client to: <ul style="list-style-type: none"> <li>• On-site technical &amp; further educational programs (e.g. Technical and Further Education (TAFE) programs);</li> <li>• Exercise and/or training programs (e.g. Young Men's Christian Association (YMCA) programs);</li> <li>• Alcohol and drug counselling;</li> <li>• Mental health services;</li> <li>• Behaviour management services (specific to the problem behaviour e.g. violence, sexual offences, persistent offending etc.);</li> <li>• Work experience programs;</li> <li>• Cultural support programs e.g. Koori Youth Justice.</li> </ul>	Temporary	Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CUSTODIAL SERVICES - Assessment and Planning</i>				
		[For records of clients who have died in custody, use class 3.7.0]		
3.3.2		The monitoring of custodial clients to ensure effectiveness of rehabilitation plan.  [For records of clients who have died in custody, use class 3.7.0]	Temporary	Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).
3.4	<b>Movements</b>	The activities relating to the recording and authorising movements of all persons in and out of custodial centres.		
3.4.1		Register of movements of persons other than custodial clients in and out of a custodial centre. Includes authorisation of visitors.	Temporary	Destroy 7 years after the date of last entry.
3.4.2		Authorisation of the movements of a custodial client in and out of a custodial centre.  [For records of clients who have died in custody, use class 3.7.0]	Temporary	Destroy 7 years after the sentence is completed.
3.5	<b>Client Finances</b>	The activities related to the management and administration of client monies.		
3.5.1		Records of client income and expenditure within a youth custodial centre.  Includes records documenting the allocation of wages to clients for work undertaken, the requisition of	Temporary	Destroy 7 years after sentence is concluded.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CUSTODIAL SERVICES - Staff Communications</i>				
		items by clients and the approval of the requisitions.		
3.6	<b>Staff Communications</b>	The activities related to the reporting of staff communications.		
3.6.1		Staff reporting at shift handover of all events that occurred within the centre during a shift.  Includes records about any incidents, visits, client leave, phone calls, observations, facility or equipment breakages and repairs that may be required and details of where staff were stationed and at what time etc.	Temporary	Destroy 7 years after the date of last entry.
3.7	<b>Deaths in Custody</b>	The management of the records of any client who dies while in custody.		
3.7.1		Records of clients who have died in custody. Includes the following records: <ul style="list-style-type: none"> <li>• Admission (including allocation of unit/bedroom);</li> <li>• Custodial Service Planning (including work/study rosters);</li> <li>• Monitoring;</li> <li>• Movement (including leave passes);</li> <li>• Incidents (other than that leading to death or the serious injury);</li> </ul>	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 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CLIENT COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• Warrants, Orders and Notices;</li> <li>• Notices from the Youth Residential or Youth Parole Boards.</li> </ul>		
4	<b>CLIENT COMPLIANCE</b>	The function of ensuring youth justice clients comply with court orders. Includes the reporting of incidents.		
4.1	<b>Warrant Applications</b>	The activities of applying for warrants for escapees and absconders.		
4.1.1		<p>The process of applying for and obtaining a warrant from the Magistrates' Court for the apprehension of an escapee from a youth custodial centre, or for a custodial client who has absconded while on temporary leave from a youth custodial centre.</p> <p>Includes Executed Warrants returned to the custodial centre with the client.</p>	Temporary	Destroy 7 years after the date of execution of warrant.
4.1.2		Application for a warrant from the Magistrates' Court for the apprehension of an escapee from a youth custodial centre, or for a custodial client who has absconded while on temporary leave from a youth custodial centre that is withdrawn.	Temporary	Destroy 7 years after the application is withdrawn.
4.2	<b>Warnings &amp; Penalties</b>	<p>The issuing of warnings or penalty notices to clients where:</p> <ul style="list-style-type: none"> <li>• they have not complied with compulsory</li> </ul>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CLIENT COMPLIANCE - Warnings &amp; Penalties</i>				
		<p>requirements (e.g. reporting to police or the Department, attendance at counselling services, completing community work sessions etc.);</p> <ul style="list-style-type: none"> <li>• they have breached conditions of bail or parole (e.g. use of drugs or alcohol, association with criminal elements etc.);</li> <li>• their behaviour has not been of an acceptable standard (specific to custodial services);</li> <li>• they absconded while on a temporary leave pass (specific to custodial services).</li> </ul>		
4.2.1		<p>Submissions of breach reports to Court, or the Youth Residential or Youth Parole Boards, regarding a breach of the conditions of a custodial, community supervision or parole order by a client.</p> <p>Includes breaches of probation, youth supervision orders, youth attendance orders and parole conditions.</p> <p>[For records of incidents that have led to the issue of breach reports see class 4.3.0 Incident Reporting]</p> <p>[For records of clients who have died in custody, use class 3.7.0]</p>	Temporary	Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence/court order (whichever is longer).
4.2.2		<p>Records of the issue of a verbal warning by the Unit or Centre Manager (custodial) case manager (community service).</p>	Temporary	Destroy 2 years after the completion of the order.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CLIENT COMPLIANCE - Warnings &amp; Penalties</i>				
		<p>Verbal warnings may be issued when e.g. the client:</p> <ul style="list-style-type: none"> <li>• bullies or stands over other clients or staff;</li> <li>• does not comply with a program or fails to attend a counselling session or supervisions session (first instance, for repeats see 4.2.1 above);</li> <li>• abuses staff;</li> <li>• is caught under the influence of a banned substance (See class 4.2.1 above).</li> </ul> <p>[For records of clients who have died in custody, use class 3.7.0]</p>		
4.2.3		<p>Formal written warnings issued by the Unit or Centre Manager (custodial) or the case manager (community service) to a client.</p> <p>Written warnings may be issued when e.g. the client:</p> <ul style="list-style-type: none"> <li>• repeatedly misbehaves; or</li> <li>• continually fails to attend counselling sessions or supervision sessions;</li> <li>• exhibits threatening behaviour towards other clients; or</li> <li>• is caught with a banned substance.</li> </ul> <p>[For records of clients who have died in custody, use class 3.7.0]</p>	Temporary	Destroy 5 years after the completion of the order.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*CLIENT COMPLIANCE - Searches*

4.3	<b>Searches</b>	The conduct of searches within custodial centres.		
4.3.1		<p>Records of the conduct of searches within custodial centres of:</p> <ul style="list-style-type: none"> <li>• custodial clients returning to the centre e.g. from temporary leave or work outside the centre;</li> <li>• the person, room or belongings of clients;</li> <li>• the grounds or buildings within the centre; and</li> <li>• visitors to the centre.</li> </ul> <p>[For records of clients who have died in custody, use class 3.7.0]                      [For records of Incidents arising from searches see class 4.3.0]                      [For records of Warnings/Penalties arising from searches see 4.2.1, 4.2.2, 4.2.3]</p>	Temporary	Destroy 7 years after the date of last entry.
4.4	<b>Incident Reporting</b>	<p>The reporting of incidents that occur and affect the client.</p> <p>Includes the process of investigating the incident and resolving any underlying issues or addressing risks that may have contributed to the incident.</p>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*CLIENT COMPLIANCE - Incident Reporting*

4.4.1		<p>Records of Category One incident reporting, investigation and review. <b>Excludes any incidents, allegations and disclosures of sexual abuse (see class 4.4.5).</b></p> <p>Category One incidents include:</p> <ul style="list-style-type: none"> <li>• death or serious injury;</li> <li>• physical assault;</li> <li>• significant property or contents damage, that results in a threat to the health and safety of staff and clients (e.g fire, vandalism etc.);</li> <li>• escape by a person in a youth custodial centre, or a person on temporary leave from a youth custodial centre absconds;</li> <li>• apparent drug or alcohol related death of a client (irrespective of the clients location at the time of the incident);</li> <li>• repeated incidents of a lower category that appear to be systemic;</li> <li>• an event that has the potential to involve the relevant Minister; and/or</li> <li>• an event that has the potential to subject the Department to high levels of public scrutiny.</li> </ul> <p>Includes any briefings given to the Minister, other members of Parliament, the Secretary or other stakeholders that result from incident investigation</p>	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 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

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

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CLIENT COMPLIANCE - Incident Reporting</i>				
		<ul style="list-style-type: none"> <li>• incidents that have the potential to escalate to a category one incident; and/or</li> <li>• repeated incidents of a lower category that appear to be systemic.</li> </ul> <p>Includes any briefings given to the Secretary or other stakeholders that result from incident investigation and reporting.</p> <p>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>[For records of policy or procedure review, or staff education /training, or staff discipline, or litigation arising from an incident, please see the General Retention and Disposal Authority for Records of Common Administrative Functions]</p>		
4.4.3		<p>Summary record of Category Two incidents.</p> <p>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.</p>	Temporary	Destroy 75 years after the client has reached 18 years of age or the date of completion of sentence (whichever is longer).
4.4.4		<p>Records of Category Three incident reporting, investigation and review.</p> <p>Category three incidents are considered to be those that interrupt normal work or routines, but the significance of the incident does not extend beyond</p>	Temporary	Destroy 2 years after the date of incident.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>CLIENT COMPLIANCE - Incident Reporting</i>				
		<p>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).</p> <p>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.</p> <p>Includes summary record.</p> <p>[For records of policy or procedure review, or staff education /training arising from an incident, please see the General Retention and Disposal Authority for Records of Common Administrative Functions.]</p>		
4.4.5		<p>Records documenting the reporting and investigation of sexual abuse incidents, allegations and disclosures, including those the Department may categorise as Category One incidents.</p> <p>Includes allegations and disclosures that are not proven and those referred to external law enforcement agencies.</p> <p>Also includes records of activities undertaken to provide support and redress.</p> <p>Records of investigation include:</p> <ul style="list-style-type: none"> <li>• records of the initiating allegation, complaint, or disclosure including incident reports;</li> </ul>	Permanent	Retain as State Archives, Transfer to PROV

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>PROGRAMS &amp; SERVICES</i>				
		<ul style="list-style-type: none"> <li>• records of investigations carried out including cases referred to external law enforcement agencies;</li> <li>• evidence collected and collated including records and transcripts of interviews, witness statements, notes of meetings or discussions;</li> <li>• any physical exhibits collected such as photographs and audio visual records.</li> </ul> <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"> <li>• records relating to any disciplinary action taken;</li> <li>• records of any appeals or reviews of organisational decisions;</li> <li>• records of cases referred to external law enforcement including legal proceedings or cases heard by other bodies, tribunals or courts and any decisions made.</li> </ul> <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"> <li>• records of mediation;</li> </ul>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>PROGRAMS &amp; SERVICES</i>				
		<ul style="list-style-type: none"> <li>• records of services provided including counselling or other medical care;</li> <li>• records of claims and any resulting compensation.</li> </ul>		
5	<b>PROGRAMS &amp; SERVICES</b>	<p>The management of programs and services that assist:</p> <ul style="list-style-type: none"> <li>• youth in need of short-term accommodation;</li> <li>• children or youth who are refugees to Australia and are not accompanied by a relative or carer;</li> <li>• youth who are at risk of entering the justice system;</li> <li>• youth and their families staying together;</li> <li>• indigenous youth interact with the justice system through culturally relevant mechanisms;</li> <li>• youth within the youth justice system access health and counselling services; or</li> <li>• youth who have committed serious offences, or who show persistent offending behaviour to access targeted rehabilitation programs.</li> </ul>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*PROGRAMS & SERVICES - Establishment, Monitoring & Review*

5.1	<b>Establishment, Monitoring &amp; Review</b>	The activities related to the establishment, review and monitoring of programs and services.		
5.1.1		The establishment and review of programs, including the content, audience and delivery mechanisms of the program.  Includes the nomination and selection of members of the community to participate as role models, advocates, mentors and/or champions e.g. Koori elders for participation in the Koori Justice Program.	Permanent	Retain as State archives
5.1.2		The routine monitoring and administrative arrangements of program and service delivery including enrolments, attendance, venue management, session timetabling, and/or rostering.	Temporary	Destroy 7 years after the date of last entry.
6	<b>REFUGEE MINOR PROGRAM</b>	The management of services provided for the Refugee Minor Program.  Includes: <ul style="list-style-type: none"> <li>• liaison with the relevant Federal Government departments;</li> <li>• collection of the client upon arrival;</li> <li>• placement with close relatives or suitable care-givers;</li> <li>• liaison with ethnic or cultural associations;</li> <li>• service planning and referrals; and</li> </ul>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*REFUGEE MINOR PROGRAM - Case Management*

		<ul style="list-style-type: none"> <li>• case supervision until the client is 18 years of age.</li> </ul>		
6.1	<b>Case Management</b>	The activities related to the case management of Refugee Minor clients.		
6.1.1		<p>Summary record of refugee minor clients.</p> <p>Includes clients name, date of birth, gender, visa type / reasons for entry / refugee status, date of entry to Australia, country of origin, and assigned guardian.</p>	Permanent	Retain as State archives
6.1.2		<p>The management of a refugee minor client who has no immediate relative or guardian in Australia who are able or willing to take responsibility for their care (whether they qualify as being a Ward of the Commonwealth or not).</p> <p>Includes records of medical treatment, interstate travel, reunification applications with overseas relatives, school enrolments, vaccinations, copies of identity papers (birth certificates, passport) and detailed referral information from the Commonwealth Government.</p> <p>Also includes decisions made in conjunction with the Commonwealth Government on an appropriate residential placement in the absence of family or a guardian.</p>	Temporary	Destroy 75 years after the date on which the client turns 18 years of age.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>YOUTH SERVICES CASE MANAGEMENT</i>				
7	<b>YOUTH SERVICES CASE MANAGEMENT</b>	<p>The management of the program of youth services funded by the Department and delivered by registered community service organisations across Victoria.</p> <p>Services are designed to support vulnerable youth and their families, and can include services which address:</p> <ul style="list-style-type: none"> <li>• violent or anti-social behaviour;</li> <li>• difficulties due to mental or physical illness, disability or bereavement;</li> <li>• family issues that put a youth at risk of homelessness;</li> <li>• isolation or a lack of support;</li> <li>• social or economic disadvantage;</li> <li>• access to education, training or employment.</li> </ul> <p>See <i>PROS 08/12 RDA for Children Protection and Family Services</i> for records of child protection notifications and case management and for Family Services client records.</p> <p>See <i>PROS 09/09 RDA for Records of Mental Health, Alcohol &amp; Drugs Services</i> for alcohol and drug services client records.</p> <p>See <i>PROS 11/06 RDA for Patient Information Records</i> for mental health client records.</p>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*YOUTH SERVICES CASE MANAGEMENT - Case Management*

7.1	<b>Case Management</b>	The activities related to the case management of youth services clients.		
7.1.1	<b>Summary Client Records</b>	<p>Summary records of youth services case management. Depending on the nature of the services being offered, the summary record may include:</p> <ul style="list-style-type: none"> <li>• name;</li> <li>• date of birth;</li> <li>• gender;</li> <li>• address and phone number;</li> <li>• client identifier (ID);</li> <li>• family network (this is a description of the client's family structure and general situation);</li> <li>• 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);</li> <li>• source of referral;</li> <li>• referrals made to other services;</li> <li>• risk/needs assessment and outcome;</li> <li>• commencement and completion dates; and</li> </ul>	Temporary	Destroy 50 years after the client has reached 18 years of age, or the date of last contact, whichever is later.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>YOUTH SERVICES CASE MANAGEMENT - Case Management</i>				
		<ul style="list-style-type: none"><li>case closure summary.</li></ul>		

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.

## Retention and Disposal Authority for Records of Youth Justice and Youth Services Functions

Authority number: PROS 08/16 VAR 1

No	Function/Activity	Description	Status	Disposal Action
<i>YOUTH SERVICES CASE MANAGEMENT - Case Management</i>				
7.1.2	<b>Detailed Client Records</b>	<p>Detailed client case records created and collated during the delivery of services.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• referrals and other admission documentation</li> <li>• session notes</li> <li>• assessment reports</li> <li>• correspondence with the client, professional support network providers (e.g. doctors and other medical specialists, accommodation providers etc)</li> <li>• court documentation (where the client is accessing the services as a result of a court order)</li> </ul>	Temporary	Destroy 30 years after the client has reached 18 years of age, or the date of last contact, whichever is later.
7.1.3	<b>Referrals with No Intake</b>	Records of referrals where no client intake results.	Temporary	Destroy 5 years after date of referral.

For records of sexual abuse incidents, allegations, disclosures and the agency's prevention, identification and response to such incidents and allegations – see class 4.4.5 of this RDA.