

**Retention and Disposal Authority for Records of Corrections Victoria**

Authority number: PROS 12/02 VAR 2



PROS 12/02 VAR 2

**Retention and Disposal Authority for Records of  
Corrections Victoria**

Issued Date: 17/12/2021

Expiry Date: 27/02/2025

## Retention and Disposal Authority for Records of Corrections Victoria

Authority number: PROS 12/02 VAR 2

### Public Records Act 1973 (Section 12)

#### Retention and Disposal Authority for Records of Corrections Victoria

#### Public Record Office Standard (PROS) 12/02

#### Variation 1:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of Corrections Victoria, issued as Public Record Office Standard (PROS) 12/02 on 27/02/2012, as follows:

The addition of the following text to the scope of the RDA and across the body as a footer:

This Retention and Disposal Authority **must be used in conjunction with PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations for records of child sexual abuse prevention, identification, investigation and resolution.

PROS 19/08 will apply unless existing retention periods in this RDA are greater than or equal to those specified in PROS 19/08.

Class Number	Description of Change
4.1.0	Updated language in cross reference to reflect new legislation that expands eligibility for a post sentence supervision or detention order to include serious violent offenders as well as sexual offenders
5.0.0	Name changed to 'Post Sentence Scheme; function description changed to reflect new legislation
5.1.0	Name changed to 'Assessment and Management of post sentence offenders', activity description changed to reflect new legislation
5.1.1	Class description changed to reflect new legislation; retention period increased to 99 years to match child sexual abuse investigations records in PROS 19/08

## Retention and Disposal Authority for Records of Corrections Victoria

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5.1.2	Class description changed to reflect new legislation; retention period increased to 99 years to match child sexual abuse investigations records in PROS 19/08
5.1.3	Class description changed to reflect new legislation; retention period increased to 99 years to match child sexual abuse investigations records in PROS 19/08

This Variation shall have effect from its date of issue.

[signed]

**Justine Heazlewood**

Director and Keeper of Public Records

Date: 20 November 2019

## **Retention and Disposal Authority for Records of Corrections Victoria**

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**Public Records Act 1973 (Section 12)**

**Retention and Disposal Authority for Records of Corrections Victoria**

**Public Record Office Standard (PROS) 12/02**

### **Variation 2:**

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the records of Corrections Victoria, issued as Public Record Office Standard (PROS) 12/02 on 27/02/2012, as follows:

Amending classes 7.2.7, 7.2.8, 7.2.9, and 7.2.10 to include reference to video visits.

Extension of the application of this Standard until 27/02/2025.

This Variation shall have effect from its date of issue.

[approved]

**Justine Heazlewood**

Director and Keeper of Public Records

Date: 17 December 2021

## Retention and Disposal Authority for Records of Corrections Victoria

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## Retention and Disposal Authority for Records of Corrections Victoria

Authority number: PROS 12/02 VAR 2

## Retention and Disposal Authority for Records of Corrections Victoria

<b>Retention and Disposal Authority No</b>	PROS 12/02 VAR 2
<b>Scope</b>	<p>This Retention and Disposal Authority <b>must be used in conjunction with PROS 19/08</b> Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations for records of child sexual abuse prevention, identification, investigation and resolution.</p> <p>PROS 19/08 will apply unless existing retention periods in this RDA are greater than or equal to those specified in PROS 19/08.</p>
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	17 December 2021

## Retention and Disposal Authority for Records of Corrections Victoria

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[For records of the Review and Assessment Committee, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]

[For records relating to non-adult prisoners, offenders or remandees, see the Youth Services and Youth Justice Functions Records Retention & Disposal Authority.]

[For Freedom of Information (FOI) requests by an offender or complaints that result in Staff Disciplinary Action, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]

[For records of disciplinary actions against staff and reviews conducted by the Review and Assessment Committee, see the General Retention and Disposal Authority for Common Administrative Functions.]

[For records of the acquisition, maintenance, issue and return of all other equipment to prisoners and staff, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]

[For records of building purchase, lease, construction, fit out and maintenance, see the General Retention and Disposal Authority for Records of Common Administrative Functions.]

[For records of monitoring or approvals done by the Adult Parole Board for offenders on parole or on Extended Supervision Orders by the Adult Parole Board, see the General Retention and Disposal Authority for Records of the Adult Parole Board.]

[For records of the Children’s Court, see the Retention and Disposal Authority for Records of the Children’s Court.]

[For records of the County Court, see the Retention and Disposal Authority for Records of the County Court.]

[For records of the Supreme Court, see the Retention and Disposal Authority for Records of the Supreme Court.]

## Retention and Disposal Authority for Records of Corrections Victoria

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# Introduction

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### 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.

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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.

### **Records sentenced using PROS 96/10 and its continued use**

Generally records that have been sentenced under PROS 96/10 General Retention and Disposal Authority for Prison Records created prior to 31 August 2006 do not need to be re-sentenced using this Authority. Agencies may continue to use PROS 96/10 to sentence records created prior to 31 August 2006 that are specifically described within its provisions.

However, records that have been sentenced using the following class from PROS 96/10 must be re-sentenced:

Retention of class 5.33.0 Register of Children in Prison has changed from 'Temporary, destroy 7 years after last entry' to 'Permanent, transfer to PROV'.

Records that are covered by this class must be re-sentenced.

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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). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 20/02 Storage.

## Retention and Disposal Authority for Records of Corrections Victoria

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### Glossary of Terms

<p>Correctional Order</p>	<p>A correctional order is defined under the <i>Corrections Act</i> 1986 as including:</p> <ul style="list-style-type: none"> <li>• a community-based order</li> <li>• a community work permit within the meaning of the <i>Infringements Act</i> 2006</li> <li>• a parole order</li> <li>• an intensive correction order</li> <li>• a supervision order under the <i>Crimes (Mental Impairment and Unfitness to be Tried) Act</i> 1997 that includes a condition with respect to the supervision of the person subject to the order by a community corrections officer</li> <li>• a combined custody and treatment order</li> <li>• a drug treatment order</li> <li>• a home detention order.</li> </ul>
<p>Custody (within Corrections Victoria)</p>	<p>The detention of a person subject to a custodial correctional order.</p>
<p>Extended Supervision Orders</p>	<p>Prior to the release of a sex offender, the Secretary can apply to have an Extended Supervision Order made by the court in circumstances where the Secretary believes that without such an order being made there is a high degree of probability that the offender will commit a relevant offence* if released in the community on completion of the service of any custodial sentence that he or she is/was serving.</p> <p>*A relevant offence is an offence listed in schedule 1 of the <i>Serious Sex Offenders (Detention and Supervision) Act</i> 2009.</p> <p>An Extended Supervision Order allows the Secretary to impose conditions on the offender including where they may reside, curfews, who they may associate with, limits on occupations/employment they may undertake (e.g. no work with children), treatment/counseling/rehabilitation they must undertake, reporting to Corrections Victoria/Adult Parole Board/Victoria Police that must be complied with etc. Further detail on the conditions imposed under an Extended Supervision Order can be found in Sections 15 and 16 of the <i>Serious Sex Offenders (Detention and Supervision) Act</i> 2009.</p>

## Retention and Disposal Authority for Records of Corrections Victoria

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	The Adult Parole Board is responsible for monitoring and reviewing the progress of offenders on such orders.
Offender	<p>A person of any age who is the subject of a correctional order, that is they have been found guilty of an offence against the law and have been ordered to serve either a community based or custodial sentence.</p> <p>Notes on Usage: This term is the 'global' or 'default' term. It's used where the sentencing status of the person is not clear (e.g. they have been found guilty but are yet to be sentenced).</p> <p>It is used to refer to people who are the subject of a non-custodial order (community based order), or groups of people who may be the subject of either a custodial or non-custodial order.</p> <p>In some cases the term may be used to refer to someone who has completed a custodial sentence e.g. 'sex offender'. This is for consistency with the relevant Acts.</p>
Parole Order	An order issued by the Adult Parole Board (APB) to release a prisoner serving a prison sentence, provided the prisoner undertakes to abide by any terms and conditions imposed by the APB as part of the order.
Prison	A place of detention listed in Schedule 2 of the <i>Corrections Act</i> 1986.
Prisoner	Defined under the <i>Corrections Act</i> 1986 as being a person who is deemed to be in the legal custody of the Secretary of the Department of Justice (i.e. is the subject of an imprisonment order made by a court and is not also the subject of an order that requires them to be in the community).
Remand	A warrant that orders the retention in custody of a person pending a trial or sentencing.
Transition Centre	A transition centre is a low security facility designed to house prisoners serving the final months of their custodial sentence in order to prepare them for release and transition back into the community.

## Retention and Disposal Authority for Records of Corrections Victoria

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### Concurrence of Public Office

This Authority has the concurrence of:

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Signature: [signed]

Name: Robert J Hastings, APM

Position: Commissioner Corrections Victoria

Date: 29/12/2011

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### 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 Justice and Regulation. This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

[signed]

**Justine Heazlewood**, Keeper of Public Records

Date of Issue: 27/02/2012

## Retention and Disposal Authority for Records of Corrections Victoria

Authority number: PROS 12/02 VAR 2

No	Function/Activity	Description	Status	Disposal Action
1	<b>CORRECTIONAL PROGRAM DEVELOPMENT</b>	<p>The development and implementation of correctional programs.</p> <p>Includes community work programs that persons who are subject to community or parole orders participate in as part of fulfilling the conditions of their order.</p> <p>Also includes programs designed to assist custodial and non custodial offenders reduce their offending behaviour, learn new skills and prepare for re-integration into the community, such as alcohol, gambling and drug treatment programs and anger management programs etc. Also includes programs that allow offenders to produce products for commercial sale e.g. Prison Industries. Includes the management of partnerships with not-for-profit organisations to deliver the programs.</p> <p>[For offender participation in programs, see 3.2.1 (custodial) and 4.1.2 (non custodial).]</p> <p>[For community program timesheets, see 4.1.4.]</p>		
1.1	<b>Program Monitoring and Development</b>	The development and administration of correctional programs.		
1.1.1		<p>Records documenting the development, approval and review of community corrections programs.</p> <p>Includes identifying and establishing programs of community, voluntary or charitable work.</p> <p>Excludes programs that aim to assist the</p>	Temporary	Destroy 15 years after date of program has ceased or superseded.

This Retention and Disposal Authority **must be used in conjunction with PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations for records of child sexual abuse prevention, identification, investigation and resolution.

PROS 19/08 will apply unless existing retention periods in this RDA are greater than or equal to those specified in PROS 19/08.



## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL PROGRAM DEVELOPMENT - Program Monitoring and Development</i>				
		rehabilitation and welfare of offenders.		
1.1.2		Records documenting the administration of partnerships with not for profit organisations for the delivery of programs.  Partnerships enable offenders to perform work with not for profit organisations as part of the conditions of their order.	Temporary	Destroy 7 years after partnership concludes.
1.1.3		Records documenting program development of programs that aim to assist in the rehabilitation and general welfare of custodial and non custodial offenders and address their offending behaviour e.g. drug treatment programs, anger management or programs designed to assist the transition of a custodial offender back into the community.	Temporary	Destroy 35 years after administrative use has concluded.
1.1.4		Records documenting 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 date of record.
2	<b>ADMISSION &amp; REGISTRATION</b>	The admission into the adult correctional system and registration of all offenders and/or remandees as defined by the <i>Corrections Act</i> 1986 on correctional (custodial or non-custodial) orders.		
2.1	<b>Pre Sentence Advice</b>	The development of advisory reports provided to courts to assist in the sentencing process.		

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No	Function/Activity	Description	Status	Disposal Action
<i>ADMISSION &amp; REGISTRATION - Pre Sentence Advice</i>				
2.1.1		Records documenting pre-sentence reports and advice provided to Victorian Courts to assist in determining an appropriate sentence for an offender.	Temporary	Destroy 7 years after sentence or order completed.
2.2	<b>Registration</b>	The registration of an offender into the correctional system.		
2.2.1		<p>Summary records that uniquely identify each offender.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• gender</li> <li>• offence committed</li> <li>• date and duration of court order</li> <li>• offence history</li> <li>• date of admission</li> <li>• date of discharge</li> <li>• prison/remand centre where offender has been held</li> <li>• order expiry</li> <li>• client identifier (ID) number.</li> </ul> <p>Includes hard copy registers, indexes, and the registration data contained in any electronic case</p>	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ADMISSION &amp; REGISTRATION - Registration</i>				
		management system.		
2.2.2		Records documenting non-custodial orders and custodial orders (including parole orders) pertaining to offenders and/or remandees.	Temporary	Destroy 7 years after order completed.
2.2.3		Records documenting orders authorising the remand of alleged offenders in custody.	Temporary	Destroy 7 years after order completed.
3	<b>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS</b>	The management of prisoners subject to a court order that imposes a custodial sentence as defined by the <i>Corrections Act 1986</i> .		
3.1	<b>Offender Administration and Admissions Into Custody</b>	The admission of a prisoner into a prison or transitional centre, or a remandee into a remand centre.		
3.1.1		Records documenting the registration of admission into a prison, transitional centre or remand centre. Includes: <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• gender</li> <li>• client identifier (ID) number</li> <li>• offence</li> <li>• date of admission</li> </ul>	Temporary	Destroy 25 years after sentence completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Offender Administration and Admissions Into Custody</i>				
		<ul style="list-style-type: none"> <li>• discharge date.</li> </ul>		
3.1.2		Records documenting the establishment and review of a prisoner's and/or remandees security classification to determine the level of prison security and therefore the prison/remand centre a prisoner and/or remandee will be placed in.	Temporary	Destroy 25 years after last action.
3.1.3		Records created as part of the admission of a prisoner into a prison. Includes: <ul style="list-style-type: none"> <li>• photographs and fingerprints for the management of the prisoner</li> <li>• prisoner's personal details</li> <li>• emergency contact details</li> <li>• appearance</li> <li>• likes and dislikes</li> <li>• any pre existing medical conditions and/or medication regimes</li> <li>• prisoner needs e.g. interpreters etc.</li> </ul>	Temporary	Destroy 7 years after prisoner is released or is transferred to another prison and/or remand centre.
3.2	<b>Prisoner Assessment, Planning and Welfare</b>	The management of the welfare of prisoners through participation in programs and services which aim to reduce or control offending behaviour, improve cognitive skills, teach new skills, assist in the maintenance of existing skills or to prepare a prisoner for re-integration into the community		

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No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Prisoner Assessment, Planning and Welfare</i>				
		following release. Includes the assessment of what programs would most benefit individual prisoners and developing plans for their management. [For the development of programs, see 1.0.0.]		
3.2.1		Records documenting the management of the welfare and rehabilitation of prisoners, and the welfare of remandees while on remand.  Includes assessments designed to ascertain a prisoner's or remandee's program needs, the development and review of prisoner/remandee management plans, risk assessments, case notes, program and service referrals and program participation records. Also includes records of any offers to participate in a program that are declined by a prisoner or remandee. [For sex offender management, see 5.0.0.]	Temporary	Destroy 25 years after sentence completed, or remandee leaves custody.
3.2.2		Records documenting prisoner participation in chaplaincy or other religious services.	Temporary	Destroy 2 years after last action.
3.3	<b>Sentence Management</b>	The calculation of the amount of time to be served by a prisoner in custody.		
3.3.1		Records documenting calculations, determinations and clarifications regarding time to be served by a prisoner in custody.	Temporary	Destroy 15 years after sentence completed.
3.3.2		Records documenting applications for Emergency Management days which grant a reduction in	Temporary	Destroy 15 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Prisoner First Aid and Medication Management</i>				
		<p>sentence by up to 14 days for instances where industrial action causes prisoners to be locked down during staff strikes, or as a reward for good deeds such as the saving of a prison officers life.</p> <p>Applies to sentenced prisoners only, not those on remand.</p>		sentence completed.
3.4	<b>Prisoner First Aid and Medication Management</b>	<p>The provision of first aid and medication to prisoners that does not result from an incident or treatment by a medical practitioner or hospital.</p> <p>[For records of medical treatment resulting from an incident, see 6.5.0.]</p> <p>[For records of medical treatment conducted by a medical practitioner or hospital, see the <i>Retention and Disposal Authority for Patient Information Records.</i>]</p>		
3.4.1		Records documenting the provision of first aid and medication to prisoners that does not result from an incident or involve treatment by a medical practitioner or hospital.	Temporary	Destroy 7 years after last action.
3.5	<b>Prisoner Movements</b>	The authorisation for the movement of a prisoner or remandee within, to and from a prison or remand centre.		
3.5.1		Records documenting the receipt of a prisoner within a prison.	Temporary	Destroy 7 years after prisoner is released or is transferred to another prison and/or

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No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Prisoner Movements</i>				
				remand centre.
3.5.2		Records documenting the assigning of the prisoner to a cell. Includes updates to reflect prisoner movements and cell changes.	Temporary	Destroy 7 years after prisoner is released or is transferred to another prison and/or remand centre.
3.5.3		Records documenting the transfer of a prisoner and/or remandee between prisons, remand centres and/or transition centre. Includes the prisoner's transfer records, court orders and summons.	Temporary	Destroy 7 years after the date of last entry.
3.5.4		Records documenting patrols and surveillance of a prisoner's movements within the prison.  Includes reports and registers compiled by correctional officers posted on guard or patrolling throughout the facility, records of observations made of specific prisoners identified as requiring special levels of observation e.g. suicide watch, and records of the movement of prisoners into, out of, and between cells and other location within the centre.	Temporary	Destroy 7 years after the date of last entry.
3.5.5		Records documenting the management of personal security for prisoners within a prison, including the identification of and response to inter-prisoner conflict, and the evaluation of applications from prisoners requesting to be separated from other prisoners.  Includes staff observations, response plans,	Temporary	Destroy 7 years after the date of last entry.

This Retention and Disposal Authority **must be used in conjunction with PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations for records of child sexual abuse prevention, identification, investigation and resolution.

PROS 19/08 will apply unless existing retention periods in this RDA are greater than or equal to those specified in PROS 19/08.

## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Prisoner Movements</i>				
		arrangements for anti-bullying and violence prevention programs, applications for separation, supporting documentation or reasons, witness statements, copies of associated incident reports, and a record of the decision and actions implemented.		
3.5.6		Records documenting the administration of temporary leave of prisoners on permits under the <i>Corrections Act 1986</i> .	Temporary	Destroy 7 years after sentence concluded.
3.5.7		Records documenting successful applications by prisoners or remandees for transfers between states and between countries.	Temporary	Destroy 50 years after last action.
3.5.8		Records documenting unsuccessful applications by prisoners or remandees for transfers between states or between countries.	Temporary	Destroy 15 years after last action.
3.6	<b>Management of Prisoner Finances</b>	The management of prisoner's monies within a prison.		
3.6.1		Records documenting prisoner income and monies received on behalf of a prisoner. Includes records relating to the calculation of earnings generated by the prisoner's participation in correctional and employment programs.  Also includes the payment of any allowances received from Commonwealth Agencies.	Temporary	Destroy 7 years after completion of the financial year in which the record was created.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Management of Prisoner Finances</i>				
3.6.2		<p>Records documenting the purchase of items by a prisoner, to supplement official issue.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• routine payment documentation, such as purchase sheets and reconciliations, and to debit money from prisoner accounts for items purchased from the prison shop</li> <li>• records of access to Compulsory Savings, or 'special spends' for approved items not stocked by the Prison Shop</li> <li>• deductions made for restitution and fines imposed.</li> </ul> <p>[For administrative arrangements (application and approval) for 'special spends', see 3.8.0.]</p> <p>[Compulsory savings refer to the required percentage of prisoner earnings that are held as back savings to be paid out upon release from prison (i.e. are not generally available for spending while in prison). Prisoners can sometimes access them under certain circumstances].</p>	Temporary	Destroy 7 years after completion of the financial year in which the record was created.
3.7	<b>Management of Prisoner's Property</b>	The management of property belonging to prisoners while they are in custody.		
3.7.1		Records documenting the collection, storage and return of prisoner property while in custody, including indemnity for liability and possession of	Temporary	Destroy 7 years after action is completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Requests and Complaints Management</i>				
		<p>personal property by prisoners within their cells.</p> <p>Includes records documenting arrangements for the possession and usage of personal computers and software by prisoners and records documenting the management, storage and disposal of abandoned, unclaimed and confiscated items.</p>		
3.8	<b>Requests and Complaints Management</b>	<p>The processing of requests and complaints from prisoners. Also includes applications for name changes, to be allowed contact visits and for the children of prisoners to be able to live with them in prison.</p> <p>[For complaints that result in an incident report, see 6.5.0.]</p>		
3.8.1		<p>Records detailing the handling of requests and complaints from a prisoner to the relevant staff, up to and including the General Manager of the prison.</p> <p>Includes copies of requests and complaints made to Corrections Victoria, Ombudsman Victoria matters, Official Visitors appointed under the <i>Corrections Act</i> 1986, the Health Commissioner and the Victorian Equal Opportunity and Human Rights Commission.</p>	Temporary	Destroy 7 years after the date of last action.
3.8.2		<p>Records documenting the evaluation of applications from, or on behalf of, prisoners for approval to change their name.</p> <p>An offender can apply to the Registrar of Births, Deaths and Marriages to change their name following</p>	Temporary	Destroy 75 years after date of application.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Requests and Complaints Management</i>				
		<p>after obtaining written approval by the Secretary of the Department of Justice. The Secretary can only approve applications where they are satisfied that the change is necessary or reasonable.</p> <p>[For prisoners on Parole Orders who seek to change their name, see the <i>Retention and Disposal Authority for the Adult Parole Board</i>.]</p>		
3.8.3		Records documenting the approval of contact visit programs in which a prisoner's family and friends may visit and have physical contact with the prisoner.	Temporary	Destroy 7 years after sentence completed.
3.8.4		Records documenting the registering and evaluating of applications from prisoners to have their child live with them in prison.	Permanent	Retain as State archives
3.9	<b>Prisoners Telephone Call Management</b>	<p>The management of phone calls made by prisoners.</p> <p>[For the surveillance and recording of telephone calls, see 7.2.0.]</p>		
3.9.1		Records documenting applications by prisoners to have a phone contact added/deleted from their allowed list of phone contacts.	Temporary	Destroy 7 years after sentence completed.
3.9.2		Records documenting the facilitation of phone calls made by prisoners including bookings and recordings of the date, time, duration and phone number of calls.	Temporary	Destroy 7 years after sentence completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF PRISONERS ON CUSTODIAL ORDERS - Prison Visitor Approval</i>				
3.10	<b>Prison Visitor Approval</b>	The nomination and approval of valid visitors for each visitor.		
3.10.1		Records documenting applications by prisoners to have a visitor added or deleted from their allowed list of valid visitors.  [For applications to visit correctional facilities where the person is not a valid visitor of prisoner, see 7.1.0.]	Temporary	Destroy 7 years after sentence completed.
4	<b>MANAGEMENT OF OFFENDERS ON NON CUSTODIAL ORDERS</b>	The management of offenders serving all or part of their sentence under an order where the offender resides in the community.		
4.1	<b>Management of Non Custodial Offenders</b>	The management of offenders on non custodial orders.  [For the management of offender discipline processes, see 5.1.0.]  [For offenders subject to a post sentence supervision or detention order, see 5.0.0]  [For program development, see 1.0.0.]  [For offender registration, see 2.2.0.]		
4.1.1		Records created as part of the registration of each offender.  Includes: <ul style="list-style-type: none"> <li>• photographs and fingerprints</li> </ul>	Temporary	Destroy 7 years after order completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF OFFENDERS ON NON CUSTODIAL ORDERS - Management of Non Custodial Offenders</i>				
		<ul style="list-style-type: none"> <li>• offender's personal details</li> <li>• emergency contact details</li> <li>• appearance</li> <li>• religious preference</li> <li>• allergies</li> <li>• other health information.</li> </ul>		
4.1.2		<p>Records of program participation that aim to manage the welfare and rehabilitate offenders on non custodial orders.</p> <p>Includes the conduct of any assessment designed to ascertain offender needs, risk assessments, case notes, program and service referrals and records of any medical or health related consultations or treatments.</p>	Temporary	Destroy 15 years after order completed.
4.1.3		<p>Records documenting the monitoring of offenders on non custodial orders, including Parole Orders, in order to:</p> <ul style="list-style-type: none"> <li>• ensure services are being accessed and attendance is regular; and/or</li> <li>• assess the status of progression through the client service plan (and adjust if necessary); and/or</li> <li>• ensure conditions of an order are being met. (For example, attendance at community work program, compulsory reporting (in person) to</li> </ul>	Temporary	Destroy 15 years after order completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>MANAGEMENT OF OFFENDERS ON NON CUSTODIAL ORDERS - Management of Non Custodial Offenders</i>				
		<p>a Community Correctional Centre, notifications of change of address, authorisations (i.e. to leave Victoria), service referrals are taken up, health treatments attended etc.).</p> <p>Also includes directions given to offenders relating to where they are to work or live and administrative processes e.g. determining consent from those living with offenders on Home Detention Orders.</p>		
4.1.4		Records documenting hours worked by offenders on non-custodial orders and community program orders. Includes community program timesheets.	Temporary	Destroy 15 years after date of record.
5	<b>POST SENTENCE SCHEME</b>	<p>The assessment of eligible serious sex and/or violent offenders to determine the risk of the offender committing further serious interpersonal harm offences upon their release from custody and therefore if an application for a post sentence supervision or detention order under the <i>Serious Offenders Act 2018</i> should be made.</p> <p>This includes the monitoring of offenders subject to a post sentence supervision or detention order either made under the <i>Serious Offenders Act 2018</i> or one still in existence from the repealed <i>Serious Sex Offender (Detention and Supervision) Act 2009</i>.</p> <p>Post Sentence Supervision and Detention Orders include Supervision Orders, Interim Supervision Orders, Detention Orders, Interim Detention Orders</p>		

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>POST SENTENCE SCHEME - Assessment and Management of Post Sentence Offenders</i>				
		and Emergency Detention Orders.  [For records of the running of any correctional residential treatment centre or residential facility housing offenders on a post-sentence order, see 7.0.0].		
5.1	<b>Assessment and Management of Post Sentence Offenders</b>	The assessment and management of offenders subject to a post sentence detention or supervision order under the <i>Serious Offenders Act 2018</i> and <i>Serious Sex Offender (Detention and Supervision) Act 2009</i> .		
5.1.1		Records documenting the assessment of serious sex and/or violent offenders whilst under sentence in order to identify those who are deemed to pose an unacceptable risk of committing further serious interpersonal harm offences upon their release from custody and are eligible for a post sentence supervision or detention order.  Includes all assessment records of offenders whether recommended for an order or not.  This includes assessment notes, assessment reports and recommendations concerning order applications.  Supervision orders provide for the supervision of offenders in a residential treatment facility, residential facility or in the community, following the completion of their sentence.  Detention Orders provide for the continued detention of offenders in a secure environment, following the	Temporary	Destroy 99 years after last action.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>POST SENTENCE SCHEME - Assessment and Management of Post Sentence Offenders</i>				
		completion of their sentence.		
5.1.2		Records documenting applications to courts to place offenders on a post-sentence detention or supervision order.  Includes records of supporting assessments and applications to renew, vary and/or review orders. Also includes any records relating to appeals against decisions made (or not made) by courts.	Temporary	Destroy 99 years after last action.
5.1.3		Records documenting the continued assessment, monitoring and reporting of post sentence offenders as part of the conditions of their post sentence detention or supervision order.	Temporary	Destroy 99 years after last action.
6	<b>COMPLIANCE, DISCIPLINE AND MONITORING</b>	The function of ensuring prisoners, offenders and visitors and staff members comply with policies, rules, regulations and standing orders of Corrections Victoria and correctional facilities, and the conditions of court orders e.g. custodial orders, parole orders and community program orders.  Includes the conduct of searches, the management of drug and alcohol deterrence testing, the investigation of incidents and the management of disciplinary processes in cases of non compliance.		
6.1	<b>Searches</b>	The execution of searches within correctional facilities.		

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Searches</i>				
		[For records of the examination of mail, see 7.2.0.] [For records of incidents arising from searches, see 6.5.0.] [For records of Warnings/Penalties arising from searches, see 6.4.0.]		
6.1.1		Records documenting the conduct of searches and examinations within correctional facilities of: <ul style="list-style-type: none"> <li>• the person, room or belongings of prisoners, including regular and ad hoc audits and forensic examination of prisoner's personal computers and software</li> <li>• prisoners returning to a prison e.g. from temporary leave or work outside the correctional facility</li> <li>• the grounds or buildings within the correctional facility</li> <li>• vehicles entering or leaving a correctional facility</li> <li>• visitors to the correctional facility.</li> </ul>	Temporary	Destroy 7 years after the date of last entry.
6.1.2		Records documenting the provision or refusal of consent for the conduct of searches and that the person understands the nature of the search.  Includes consents for searches which require the removal of clothing from the person being searched.	Temporary	Destroy 7 years after the date of last action.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Searches</i>				
6.1.3		Records documenting items seized following searches.	Temporary	Destroy 7 years after the date of last action.
6.2	<b>Drug and Alcohol Deterrence and Testing</b>	The monitoring and testing of prisoners, staff and visitors for drug use and alcohol consumption.		
6.2.1		Records of individual prisoners drug and alcohol test results.	Temporary	Destroy 25 years after order completed.
6.2.2		Records of individual staff member's and visitor's drug and alcohol test results.	Temporary	Destroy 7 years after last action.
6.2.3		Records documenting the administration of the drug and alcohol monitoring and testing of prisoners, staff and visitors. Includes records of the collection and transportation of samples for analysis.	Temporary	Destroy 2 years after action completed.
6.3	<b>Forensic Sampling of Prisoners (Assistance to Victoria Police)</b>	The provision of assistance to Victoria Police in the taking of forensic samples (usually blood and saliva) from prisoners under the <i>Crimes Act 1958</i> .  [For incidents arising from the taking of a sample, see 6.5.0.]		
6.3.1		Records documenting the collection of forensic samples from prisoners for provision to Victoria Police.  Includes records detailing refusals of consent and the use of reasonable force.	Temporary	Destroy 10 years after action completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
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*COMPLIANCE, DISCIPLINE AND MONITORING - Management of Disciplinary Action*

		[For records documenting the use of force in relation to incident management, see 7.5.7.]		
6.4	<b>Management of Disciplinary Action</b>	<p>Dealing with offenders (custodial and non-custodial orders) on matters of a disciplinary nature. Includes the approval of Disciplinary Officers within prisons, and the issuing of warnings or penalty notices to offenders where:</p> <ul style="list-style-type: none"> <li>• they have not complied with compulsory requirements</li> <li>• they have breached conditions of bail or parole</li> <li>• the behaviour of an prisoner in a correctional facility has not been of an acceptable standard and/or</li> <li>• they absconded while on a temporary leave pass.</li> </ul> <p>[Disciplinary Officers are officers to which the General Manager of the Prison has delegated the authority to investigate alleged prison offences and who can conduct Disciplinary Hearings].</p> <p>[For records of incidents that have led to the taking of disciplinary action, see 6.5.0.]</p> <p>[For breach reports of Extended Supervision Orders, see 5.1.3.]</p> <p>[For records of offenders who have died in custody, see 6.5.2.]</p>		

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Management of Disciplinary Action</i>				
6.4.1		<p>Records of investigations of offences that result in the imposition of a penalty more substantial than a warning, including the imposition of a fine, the withdrawal of privileges and/or referral of matters to Police for criminal investigation.</p> <p>Includes the submission of breach reports, records of charges and applications for the variation and revocation of orders.</p>	Temporary	Destroy 25 years after investigation completed.
6.4.2		<p>Records documenting formal written warnings issued to an offender.</p> <p>Written warnings may be issued when the offender:</p> <ul style="list-style-type: none"> <li>• repeatedly misbehaves</li> <li>• continually fails to attend counselling sessions or supervision sessions</li> <li>• exhibits threatening behaviour towards other offenders or staff and/or</li> <li>• is caught with a banned substance.</li> </ul> <p>Includes records of any investigations which lead to the issue of the formal written warning.</p>	Temporary	Destroy 5 years after order completed.
6.4.3		<p>Records documenting the issue of a verbal warning.</p> <p>Verbal warnings may be issued when the offender:</p> <ul style="list-style-type: none"> <li>• bullies or stands over other offenders or staff</li> <li>• does not comply with a program or fails to attend a counselling session or supervision</li> </ul>	Temporary	Destroy 2 years after order completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Management of Disciplinary Action</i>				
		<p>session (first instance, for repeats see above)</p> <ul style="list-style-type: none"> <li>• abuses staff</li> <li>• is caught under the influence of a banned substance and/or</li> <li>• otherwise behaves in an unacceptable manner.</li> </ul> <p>Includes records of any investigations which lead to the issue of the verbal warning.</p>		
6.4.4		Records of investigations where no offence is found to have occurred and/or where no penalty is imposed.	Temporary	Destroy 1 year after action completed.
6.4.5		<p>Records documenting the General Manager's Disciplinary Hearings within prisons.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• pre-hearing procedural matters, including the Disciplinary Officers checklist</li> <li>• provision of written information to the prisoner detailing the matter to be heard at the hearing</li> <li>• details of the outcome and penalty (if imposed)</li> <li>• approval and admission of persons, authorised by the Minister or Commissioner attending as independent observers (e.g. the</li> </ul>	Temporary	Destroy 10 years after date of hearing.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Management of Disciplinary Action</i>				
		Official Visitor) <ul style="list-style-type: none"> <li>• key points raised in the hearing that support the decision made.</li> </ul>		
6.4.6		Records documenting the approval of delegated staff to act as Disciplinary Officers within a correctional facility.  Disciplinary Officers are appointed under the General Manager's powers of delegation to have the authority to investigate alleged prison offences and conduct Disciplinary Hearings.	Temporary	Destroy 7 years after approval ceases.
6.5	<b>Incident Management</b>	The investigation, management and reporting of incidents that occur at correctional facilities.		
6.5.1		Summary registration of all deaths of prisoners. Includes: <ul style="list-style-type: none"> <li>• name and client identifier number of prisoner</li> <li>• age, sex and Aboriginality</li> <li>• offence and sentence details of the prisoner</li> <li>• division and prison in which prisoner is located</li> <li>• date of death</li> <li>• suspected cause of death</li> <li>• Coroner's verdict on cause of death.</li> </ul> [For case records of prisoners who die in custody,	Permanent	Retain as State archives

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Incident Management</i>				
		see 6.5.2.]		
6.5.2		<p>Records collated to investigate a prisoners death in custody.</p> <p>Includes the following records that are collated as part of the investigative process:</p> <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>• Incident Reports.</li> </ul>	Permanent	Retain as State archives
6.5.3		<p>Records documenting the reporting and investigation of incidents which have the potential to constitute a significant danger to the safety of prisoners, staff or the general public, which result in catastrophic outcomes for the individuals involved and/or which significantly interfere in the orderly operation of a correctional facility.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• escapes from a correctional facility</li> <li>• deaths in custody</li> <li>• major security breaches which significantly interfere in the orderly operation of the correctional facility</li> </ul>	Permanent	Retain as State archives

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Incident Management</i>				
		<ul style="list-style-type: none"> <li>• siege/hostage incidents</li> <li>• major fires which significantly interfere in the orderly operation of the correctional facility</li> <li>• significant security or service technology system failures including perimeter; security, water reticulation, duress alarms, radio communications, electronic and remote keying systems, Closed Circuit Television (CCTV) capability and other utility lapses which cause major disruption.</li> </ul> <p>Includes records of any first aid provided by staff as a result of the incident.</p>		
6.5.4		<p>Records documenting the investigation and reporting of notifiable incidents to the General Manager of the correctional facility in which they occurred and to Corrections Victoria.</p> <p>These incidents do not constitute a significant danger to the safety of other prisoners, remandees, staff or the public, do not result in catastrophic outcomes for individuals involved, and/or do not significantly interfere in the orderly operation of a correctional facility.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• a breach of a Corrections Administration or Rehabilitation and Transition Permit</li> <li>• an attempted escape</li> </ul>	Permanent	Retain as State archives

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Incident Management</i>				
		<ul style="list-style-type: none"> <li>• a breach or attempted breach of the prison from the outside</li> <li>• an attempted suicide of a prisoner</li> <li>• a serious accidental or self inflicted injury where the person requires medical treatment or any other incident that results in admission to hospital of any person</li> <li>• a demonstration outside the correctional facility</li> <li>• prisoner strikes and/or disputes</li> <li>• an allegation or proven charge(s) of assault by staff of a prisoner(s)</li> <li>• the use of an instrument of restraint, (where such use is outside the escorting matrix guidelines)</li> <li>• the refusal of food by an offender for longer than a 48 hour period</li> <li>• the loss or theft of medical records</li> <li>• any other serious matter, including matters of significant potential interest to the media, which the General Manager considers should be immediately reported.</li> </ul> <p>Includes records of any first aid provided by staff as a result of the incident.</p>		
6.5.5		Records documenting incidents, which are not	Temporary	Destroy 7 years after

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLIANCE, DISCIPLINE AND MONITORING - Incident Management</i>				
		notifiable, but require a formal report. Includes: <ul style="list-style-type: none"> <li>• prisoners disobeying a direct order</li> <li>• prisoners being verbally abusive or aggressive to staff</li> <li>• banning of a visitor for any period of time</li> <li>• any matter which may affect the security or good order of the custodial centre</li> <li>• after hours hospital escorts for prisoners.</li> </ul> Includes records of any first aid provided by staff as a result of the incident.		last action.
6.5.6		Summary record of all custodial centre incidents referred to Victoria Police for investigation and the outcomes.	Temporary	Destroy 10 years after last action.
6.5.7		Records documenting the use of force against prisoners.	Temporary	Destroy 25 years after last action.
6.5.8		Records documenting the use of restraints on prisoners. Includes any orders from the Secretary of Justice for the removal of the restraint.  Instruments of restraint are items used to restrain parts of the body such as handcuffs, arm restraints, leg restraints and/or belts.	Temporary	Destroy 25 years after last action.
7	<b>CORRECTIONAL</b>	The administration and management of correctional		

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Security, Monitoring and Surveillance</i>				
	<b>FACILITY MANAGEMENT</b>	<p>facilities. Includes the management of custodial centre, community correctional centre and corrections vehicle security and maintenance processes.</p> <p>[For Fleet Management, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p>		
7.1	<b>Security, Monitoring and Surveillance</b>	<p>The management of security within and around a correctional facility, and the guarding of prisoners (both within and outside a prison).</p> <p>Includes the collation of information/intelligence on prisoners, access control, surveillance, supervision, emergency and incident response, and guarding of prisoners during movements outside the correctional facility, for example, while admitted to hospital, attending court or on compassionate leave, etc.</p>		
7.1.1		<p>Records documenting the collation of intelligence information on prisoners, visitors and staff, compiled and used for the purpose of maintaining security and good order within a prison.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• liaison with intelligence collators at other prisons, both public and private</li> <li>• conduct of preliminary investigations and provision of detailed reports at the request of Corrections Victoria, the Regional Director, or</li> </ul>	Temporary	Destroy 15 years after action completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Security, Monitoring and Surveillance</i>				
		<p>Commissioner</p> <ul style="list-style-type: none"> <li>• liaison with correctional and Victoria Police agencies, both within and outside the prison provision of regular analysis and reporting of collected intelligence data to General Managers and Operations Managers, identifying key themes and risks.</li> </ul>		
7.1.2		<p>Records documenting formal and informal counts (muster) of the total prison population, in order to account for all prisoners.</p> <p>Includes records of prisoners not present but on authorised leave of absence during each count.</p>	Temporary	Destroy 7 years after the date of last entry.
7.1.3		<p>Records documenting people entering and leaving a correctional facility. Includes visitors, staff and contractor sign in/out records.</p>	Temporary	Destroy 7 years after last action.
7.1.4		<p>Records documenting successful applications or approvals to visit a facility.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• applications for registration as visitors, volunteers or contractors</li> <li>• any investigation or other process conducted as part of the assessment</li> <li>• any records relating to the cessation of registration</li> </ul>	Temporary	Destroy 7 years after last action.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Security, Monitoring and Surveillance</i>				
		<ul style="list-style-type: none"> <li>• the register of volunteers.</li> </ul> [For the nomination of valid visitors by prisoners, see 3.10.1.]		
7.1.5		Records documenting unsuccessful applications to visit a prison.  Includes applications for registration as volunteers or contractors and any investigation or other process conducted as part of the assessment.	Temporary	Destroy 5 years after date of decision.
7.1.6		Registration of persons who are banned or refused entry to a prison because they constitute a threat to the good order, safety or security of the prison.	Temporary	Destroy 7 years after ban ceases to have effect.
7.1.7		Records documenting the management of access to and within a prison.  Includes records documenting the issue of keys, staff access passes and entry codes and identification scans (e.g. fingerprints, hand, eye).	Temporary	Destroy 7 years after date of creation.
7.2	<b>Surveillance</b>	The surveillance of Corrections Victoria premises and vehicles using Closed Circuit Television (CCTV) and other surveillance systems as part of a security management and incident recording program. Also includes the surveillance and monitoring of mail received at and sent from correctional facilities.		
7.2.1		Surveillance recordings made of Community Correctional Service offices and correctional facility premises that have a minimum or medium security	Temporary	Destroy 7 days after date of recording.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Surveillance</i>				
		classification, and that do not contain footage of incidents or activities that require investigation.		
7.2.2		Surveillance records made of Community Correctional Service offices and correctional facility premises that have a minimum or medium security classification, that do contain footage of incidents or activities that require investigation.  [For records of incidents and investigations, see 6.5.0.]	Temporary	Destroy 7 days after a verified copy of the required footage has been copied into the investigation or incident management system.
7.2.3		Surveillance recordings made of correctional facility premises that have a maximum-security classification or inside prisoner transport vehicles, that do not contain footage of incidents or activities that require investigation.  Does not include surveillance recordings of the Melbourne Assessment Prison and Metropolitan Remand Centre facilities.	Temporary	Destroy 20 days after date of recording.
7.2.4		Surveillance recordings made of correctional facility premises that have a maximum-security classification or inside prisoner transport vehicles that do contain footage of incidents or activities that require investigation.  Does not include surveillance recordings of the Melbourne Assessment Prison and Metropolitan Remand Centre facilities.	Temporary	Destroy 20 days after a verified copy of the required footage has been copied into the investigation or incident management system.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Surveillance</i>				
7.2.5		Surveillance recordings made of the Melbourne Assessment Prison and Metropolitan Remand Centre facilities that do contain footage of incidents or activities that require investigation.	Temporary	Destroy 1 month after a verified copy of the required footage has been copied into the investigation or incident management system.
7.2.6		Surveillance recordings made of the Melbourne Assessment Prison and Metropolitan Remand Centre facilities, that do not contain footage of incidents or activities that require investigation.	Temporary	Destroy 1 month after date of recording.
7.2.7		Recordings of prisoner telephone conversations or video visits that are required for a legal proceeding as evidence or for an investigation.	Temporary	Destroy 7 years after resolution of the matter.
7.2.8		Recordings of prisoner telephone conversations or video visits that are not required for a legal proceeding as evidence or for an investigation.	Temporary	Destroy 6 months after recording.
7.2.9		Recordings of prisoner telephone conversations or video visits that are exempt from surveillance (such as calls between a prisoner and their solicitor) which have been made inadvertently.	Temporary	Destroy after immediately upon discovery.
7.2.10		Records reporting on telephone calls made by a prisoner or video visits involving a prisoner (including telephone numbers called by the prisoner, the other participant in the visit, the time and the duration of calls or visits) as part of an investigation or	Temporary	Destroy after when administrative use has concluded.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Surveillance</i>				
		surveillance activity.		
7.2.11		Records documenting the issue of notice to persons receiving telephone calls from a prisoner that those calls are being recorded.	Temporary	Destroy 7 years after action completed.
7.2.12		Records documenting the monitoring of the insertion or deletion of permitted telephone numbers to be called by a prisoner into the prisoner telephone management system. Includes applications made by a prisoner to add, delete or vary the details of a contact and their phone number, and records of decisions made regarding such applications (date approved/rejected, reasons for rejection etc).	Temporary	Destroy 7 years after action completed.
7.2.13		<p>Register of exempt mail received or sent by a prisoner.</p> <p>Exempt mail is treated as private and confidential, and is not routinely opened prior to delivery.</p> <p>Exempt mail includes items addressed to or from the following:</p> <ul style="list-style-type: none"> <li>• Minister for Corrections;</li> <li>• Secretary Department of Justice;</li> <li>• Correctional Services Commissioner;</li> <li>• A member of Parliament;</li> <li>• Ombudsman Victoria;</li> <li>• Health Services Commissioner or person</li> </ul>	Temporary	Destroy 15 years after sentence completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Surveillance</i>				
		acting on the Commissioners behalf; <ul style="list-style-type: none"> <li>• Victorian Equal Opportunity and Human Rights Commission or a person acting on the Commissioners behalf;</li> <li>• Office of the Victorian Privacy Commissioner;</li> <li>• Office of Police Integrity;</li> <li>• A legal practitioner representing the prisoner, or from whom the prisoner is seeking legal advice.</li> </ul>		
7.2.14		Records documenting the inspection and delivery of mail addressed to a prisoner that is not exempt correspondence. Includes records of: <ul style="list-style-type: none"> <li>• mail seized and withheld from the addressee</li> <li>• contraband discovered within correspondence and its disposal</li> <li>• the censorship of mail.</li> </ul>	Temporary	Destroy 7 years after sentence completed.
7.2.15		Register of all dangerous letters disposed of under Section 47D of the <i>Corrections Act</i> 1986 that could pose an immediate danger to a person.	Temporary	Destroy 7 years after action completed.
7.2.16		Registration of all parcels inspected under of the <i>Corrections Regulations</i> 2009. Includes details of:	Temporary	Destroy 7 years after action completed.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Issue of Firearms</i>				
		<ul style="list-style-type: none"> <li>• every parcel inspected</li> <li>• the reason for reading, censoring or inspection</li> <li>• details of any authorised substance or article found in the letter or parcel</li> <li>• details of any action taken.</li> </ul>		
7.3	<b>Issue of Firearms</b>	<p>The management of the issue of firearms to staff.</p> <p>[For records of incidents, including the discharge of a weapon, see 6.5.0.]</p> <p>[For records of the acquisition, maintenance, issue and return of all other equipment to prisoners and staff, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p>		
7.3.1		Records documenting the issue and return of firearms to custodial staff.	Temporary	Destroy 7 years after last action.
7.4	<b>Facility Management</b>	<p>The management of a correctional facility.</p> <p>[For records of building purchase, lease, construction, fit out and maintenance, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>].</p>		
7.4.1		<p>Records documenting the routine operation of a correctional facility.</p> <p>Includes diaries of the prison Governor and other</p>	Temporary	Destroy 10 years after last action.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Managing Dog Resources</i>				
		prison officers and Governor correspondence concerning the day to day running of the prison.		
7.5	<b>Managing Dog Resources</b>	The management of specialist dog resources in order to assist prison officers maintain the good order of the prison.  [For records of incidents, see 6.5.0.]		
7.5.1		Records documenting the commissioning, management and de-commissioning of dogs used for prison patrol duties. Includes breeding, training, and medical records.	Temporary	Destroy 7 years after dog ceases duties.
7.5.2		Records documenting successful and unsuccessful applications for the deployment of dog resources.	Temporary	Destroy 7 years after date of application.
7.6	<b>Food Preparation</b>	The preparation of meals by and for prisoners, including the management of kitchens.  [For records of policy and procedures relating to nutritional and dietary planning, food handling and kitchen safety, see the <i>General Retention &amp; Disposal Authority for Records of Common Administrative Functions.</i> ]		
7.6.1		Records documenting kitchen duty rosters.	Temporary	Destroy 6 months after last action.
7.6.2		Records documenting prison food menus for meals provided in prison cafeterias. Includes records of lists of ingredients required to prepare meals.	Temporary	Destroy 6 months after last action.

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## Retention and Disposal Authority for Records of Corrections Victoria

**Authority number: PROS 12/02 VAR 2**

No	Function/Activity	Description	Status	Disposal Action
<i>CORRECTIONAL FACILITY MANAGEMENT - Food Preparation</i>				
7.6.3		Records documenting requests for ingredients for meals prepared by prisoners in self-catering facilities.	Temporary	Destroy 6 months after last action.

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