

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Children, Youth and Family Support Records) Approval 2006 (No 1)**

**Notifiable instrument NI2006—27**

made under the

**Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)**

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Children, Youth and Family Support Records) Approval 2006 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Children, Youth and Family Support Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
30 January 2006



*Records Disposal Schedule  
Children, Youth and Family Support  
Records*

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## **INTRODUCTION**

The *Records Disposal Schedule – Children, Youth & Family Support Records* is the official authority for the disposal of records relating to children, youth and family support in the ACT.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

## **PURPOSE**

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of records relating to children, youth and family support records created or maintained by ACT Government agencies.

## **SCOPE**

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

## **AUTHORITY**

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency. Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

## **STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA**

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

## **Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

The *Records Disposal Schedule – Children, Youth and Family Support Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all adoptions, child protection, children's programs, youth justice and youth programs records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### **Territory Version of Keyword AAA**

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.



## **GUIDELINES FOR USE**

### **Coverage of authority**

The *Records Disposal Schedule – Children, Youth & Family Support Records*:

- covers all Children, Youth & Family Support records divided into the following functions:
  - ADOPTION MANAGEMENT
  - CHILD PROTECTION
  - CHILDREN'S PROGRAM
  - YOUTH JUSTICE
  - YOUTH PROGRAMS
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

### **Layout of the schedule**

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

**Function** This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

**Activity** Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity 'Policy' is linked to all of the functions. However, each function and activity set represents a unique unit.

**Entry No.** This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

**Description of Records:** This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

**Disposal Action:** This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

## **FORMAT OF RECORD**

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- plans,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

## **Electronic records**

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

## **DESTRUCTION OF RECORDS**

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

## **UPDATING THE RECORDS DISPOSAL SCHEDULE**

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

## **ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE**

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

## **RELATED LEGISLATION**

The following legislation is related to the record classes covered by this Records Disposal Schedule:

*Adoptions Act 1993*

*Children & Young Peoples Act 1999*

*Freedom of Information Act 1989*

*Health Records (Privacy and Access) Act 1997*

*Privacy Act 1988*

*Territory Records Act 2002*

## **DEFINITIONS**

### **Agency**

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

### **Appraisal**

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

### **Business Classification Scheme**

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

### **Principal Officer**

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

### **Records**

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

### **Records of an Agency**

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

### **Records Disposal Schedule**

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

### **Records Management Program**

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

### **Recordkeeping Systems**

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

## ***Records Disposal Schedule – Children, Youth & Family Support Records January 2006***

### ***Scope Note***

An explanation of terms used in describing the records and the context in which they were made and used.

### ***Sentencing***

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

### ***Territory Archives***

Records preserved for the benefit of present and future generations.

**BUSINESS CLASSIFICATION SCHEME**

## ***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

### ***Advice***

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

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

### ***Compliance***

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

***Control***

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

***Enquiries***

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

***Policy***

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

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy.

***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

***Reporting***

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

***Representations***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. Use Evaluation for initial evaluation and monitoring.

***Submissions***

The preparation and submission of a formal statement (report, statistics etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.



## ***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

The activities associated with this function are:

### ***Advice***

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

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

### ***Ceremonies***

The activities associated with arranging and managing a formal act performed for a special occasion.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

### ***Compliance***

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

***Control***

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

***Enquiries***

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

***Policy***

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

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy.

***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

***Reporting***

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

***Representations***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.



## ***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

### ***Advice***

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

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

### ***Compliance***

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

***Enquiries***

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

***Policy***

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

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy.

***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

***Reporting***

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

***Representations***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

## ***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation

### ***Advice***

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

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

### ***Compliance***

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

***Control***

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

***Enquiries***

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

***Meetings***

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

***Policy***

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

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy.

***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.



***Reporting***

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

***Representations***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

***Security***

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

## ***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

### ***Advice***

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

### ***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.

### ***Arrangements***

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

### ***Cases***

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.

### ***Committees***

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

### ***Compliance***

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

***Enquiries***

The activities associated with handling requests for information about the agency and its services by the general public, agency employees or another agency.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

***Meetings***

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

***Planning***

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

***Policy***

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

***Procedures***

Standard methods of operating laid down by an agency according to formulated policy.

***Public Reaction***

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

***Reporting***

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

***Representations***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

***Research***

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

***Reviewing***

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

***Submissions***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.






## **RECORDS DISPOSAL SCHEDULE**

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Advice**

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





<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
1.1.2 	Receipt and provision of all other advice on adoption management. Includes advice provided by consultants.	Destroy 5 years after action completed
1.1.3 	Working papers documenting the development of advice.	Destroy 2 years after action completed

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.


**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
1.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
1.2.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
1.2.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

**Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 	Travel and accommodation arrangements.	Destroy 1 year after action completed.

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.4.1 	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].	Retain as Territory Archives

To be used where it is considered necessary to keep records relating to adoption activities in the name of the prospective adoptive parents including:

- permanent care orders;
- special needs adoptions;
- intercountry adoptions; and
- enquires and applications that do not proceed.

To be used where it is considered necessary to keep records relating to adoption activities in the name of the adoptee including:

- research into family history;
- information on the local community and custodians;
- local family names; and
- other relevant cultural issues and gene mapping.






***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.5.1 	External committees formed to manage or advise. Includes final documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
1.5.2 	Internal committees formed to manage or advise. Includes final documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 7 years after last action
1.5.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings</li></ul>	Destroy when reference ceases

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Compliance**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.






<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.6.1 	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after action completed

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.7.1 	Conferences arranged by agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
1.7.2 	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
1.7.3 	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after action completed
1.7.4 	Published proceedings from conferences.	Destroy when reference ceases
1.7.5 	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms. [For travel and accommodation arrangements made for staff to attend conferences, use Adoption Management Arrangements.]	Destroy when reference ceases

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.




**Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

**Enquiries**

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.






<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.9.1 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed
1.9.2 	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
1.9.3 	Records documenting the handling of enquiries from agency employees by another government organisation covering the adoption management function	Destroy 1 year after action completed

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

***Inquiries***

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.10.1 	Inquiry into the agency's performance	Destroy 10 years after action completed
1.10.2 	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: - agency statements and submissions - responses to final reports - transcripts of oral evidence given by agency officers	Destroy 7 years after final of inquiry is released
1.10.3 	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final of inquiry is released
1.10.4 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final of inquiry is released
1.10.5 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.11.1 ████████████████████	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
1.11.2 ████████████████████	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.





<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 ████████████████████	Final version of agency wide adoption management plans.	Retain as Territory Archives
1.12.2 ████████████████████	Working papers used to develop all adoption management plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.



**Policy**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.1 	Final version of policies.	Retain as Territory Archives
1.13.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy is superseded
1.13.3 	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy
1.13.4 	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

**Procedures**

Standard methods of operating laid down by an agency according to formulated policy.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 	Master set of agency manuals, handbooks, directives etc detailing procedures.	Destroy 7 years after procedures are superseded
1.14.2 	Development of agency procedures.	Destroy 2 years after procedures are superseded

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 ████████████████████	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.
1.15.2 ████████████████████	Public reaction and agency responses.	Destroy 6 months after action completed.

**Reporting**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 ████████████████████	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
1.16.2 ████████████████████	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
1.16.3 ████████████████████	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
1.16.4 ████████████████████	Responses to surveys.	Destroy 2 years after action completed





***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives
1.17.2 	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

***Representations (Continued)***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.



1.17.3 	Records documenting responses to other approaches received by the minister (*Ministerials*) from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: - copies of letters received - draft responses - minutes providing background details for the Minister - requests from the Minister's office for changes - final response.	Destroy 2 years after action completed
1.17.4 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed
1.17.5 	Reference set of all responses to representations 'Ministerials' kept by the coordinating area.	Destroy when reference ceases.

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.




**Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.1 	Records documenting detailed or significant research.	Retain as Territory Archives
1.18.2 	Records documenting routine research.	Destroy 1 year after last action

**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
1.19.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
1.19.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.20.1 ████████████████████	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
1.20.2 ████████████████████	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives
1.20.3 ████████████████████	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed.
1.20.4 ████████████████████	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed.
1.20.5 ████████████████████	Working papers documenting the development of submissions (other than Cabinet Submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed.

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

***Submissions (Continued)***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

1.20.6 	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed.
1.20.7 	Final unsuccessful agency submissions made to community organisations.	Destroy 7 years after action completed.
1.20.8 	Working papers documenting the development of Cabinet Submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.1.1 ████████████████████	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
2.1.2 ████████████████████	Receipt and provision of all other advice on child protection. Includes advice provided by consultants.	Destroy 5 years after action completed
2.1.3 ████████████████████	Working papers documenting the development of advice.	Destroy 2 years after action completed

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.2.1 ████████████████████	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
2.2.2 ████████████████████	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
2.2.3 ████████████████████	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
2.2.4 ████████████████████	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements


**Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.3.1 	Travel and accommodation arrangements.	Destroy 1 year after action completed.

**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.4.1 	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file]. Can be used where it is considered necessary to keep case files and records on child protection matters relating to: - particular incidents; - persons; or - organisations or clients.	Destroy 100 years after last action

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.5.1 	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
2.5.2 	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 7 years after last action
2.5.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings</li></ul>	Destroy when reference ceases



**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Compliance**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ████████████████████	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 8 years after action completed

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ████████████████████	Conferences arranged by agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
2.7.2 ████████████████████	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
2.7.3 ████████████████████	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after action completed
2.7.4 ████████████████████	Published proceedings from conferences.	Destroy when reference ceases
2.7.5 ████████████████████	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms.[For travel and accommodation arrangements made for staff to attend conferences, use Child Protection Arrangements.]	Destroy when reference ceases


**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements




**Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

**Enquiries**

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed
2.9.2 	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
2.9.3 	Records documenting the handling of enquiries from agency employees by another government organisation covering the child protection function	Destroy 1 year after action completed






**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Inquiries**

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.10.1 	Inquiry into the agency's performance	Destroy 10 years after action completed
2.10.2 	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: - agency statements and submissions - responses to final reports - transcripts of oral evidence given by agency officers	Destroy 7 years after final of inquiry is released
2.10.3 	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final of inquiry is released
2.10.4 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final of inquiry is released
2.10.5 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.11.1 ████████████████████	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
2.11.2 ████████████████████	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.





<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.12.1 ████████████████████	Final version of agency wide child protection plans.	Retain as Territory Archives
2.12.2 ████████████████████	Working papers used to develop all child protection plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements



**Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.13.1 	Final version of policies.	Retain as Territory Archives
2.13.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy is superseded
2.13.3 	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy
2.13.4 	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

**Procedures**

Standard methods of operating laid down by an agency according to formulated policy.



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.14.1 	Master set of agency manuals, handbooks, directives etc detailing procedures.	Destroy 7 years after procedures are superseded
2.14.2 	Development of agency procedures.	Destroy 2 years after procedures are superseded

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements





**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.
2.15.2 	Public reaction and agency responses.	Destroy 6 years after action completed.

**Reporting**

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.16.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
2.16.2 	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
2.16.3 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
2.16.4 	Responses to surveys.	Destroy 2 years after action completed

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives
2.17.2 	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed
2.17.3 	Records documenting responses to other approaches received by the minister (*Ministerials*) from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Destroy 7 years after action completed



**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements



**Representations (continued)**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

2.17.4 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed
2.17.5 	Reference set of all responses to representations 'Ministerials' kept by the coordinating area.	Destroy when reference ceases.

**Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.18.1 	Records documenting detailed research.	Destroy 7 years after last action
2.18.2 	Records documenting routine research.	Destroy 1 year after last action






**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements




**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
2.19.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
2.19.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.






<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.20.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
2.20.2 	Working papers documenting the development of Cabinet.	Retain as Territory Archives.
2.20.3 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed.

**CHILD PROTECTION**

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements

***Submissions (continued)***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.20.4 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed.
2.20.5 	Working papers documenting the development of submissions (other than Cabinet Submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed.
2.20.6 	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed.
2.20.7 	Final unsuccessful agency submissions made to community organisations.	Destroy 7 years after action completed.
2.20.8 	Working papers documenting the development of Cabinet Submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)




**Advice**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
3.1.2 	Receipt and provision of all other advice on children's program management. Includes advice provided by consultants.	Destroy 5 years after action completed
3.1.3 	Working papers documenting the development of advice.	Destroy 2 years after action completed

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
3.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
3.2.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
3.2.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)



**Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.3.1 	Travel and accommodation arrangements.	Destroy 1 year after action completed.

**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file]. Can be used where it is considered necessary to keep case files and records on children's programs.	Destroy 100 years after last action
3.4.2 	Records relating to individual child care service providers. Information held on case files would include: <ul style="list-style-type: none"><li>• licensing provisions and compliance</li><li>• advice provided to service providers by children's services advisers</li><li>• reports of visits to centres by children's services advisers.</li></ul>	Destroy 20 years after last action

**CHILDREN'S PROGRAMS**

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**Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
3.5.2 	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 7 years after last action
3.5.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings</li></ul>	Destroy when reference ceases

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Compliance**





The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 9 years after action completed

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other

agencies. Includes registrations, publicity, and reports of participants etc.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 	Conferences arranged by agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
3.7.2 	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
3.7.3 	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after action completed
3.7.4 	Published proceedings from conferences.	Destroy when reference ceases

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)




***Conferences (continued)***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

3.7.5 	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms. [For travel and accommodation arrangements made for staff to attend conferences, use Children's Programs Arrangements.]	Destroy when reference ceases
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**Enquiries**

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.






<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.8.1 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed
3.8.2 	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
3.8.3 	Records documenting the handling of enquiries from agency employees by another government organisation covering the children's programs function	Destroy 1 year after action completed

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Inquiries**

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.9.1 	Inquiry into the agency's performance	Destroy 10 years after action completed
3.9.2 	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"><li>- agency statements and submissions</li><li>- responses to final reports</li><li>- transcripts of oral evidence given by agency officers</li></ul>	Destroy 7 years after final of inquiry is released
3.9.3 	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final of inquiry is released
3.9.4 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final of inquiry is released
3.9.5 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases





**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.10.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
3.10.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.11.1 	Final version of agency wide children's programs plans.	Retain as Territory Archives
3.11.2 	Working papers used to develop all children's programs plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.12.1 ████████████████████	Final version of policies.	Retain as Territory Archives
3.12.2 ████████████████████	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy is superseded
3.12.3 ████████████████████	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy
3.12.4 ████████████████████	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

**Procedures**

Standard methods of operating laid down by an agency according to formulated policy.



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.13.1 ████████████████████	Master set of agency manuals, handbooks, directives etc detailing procedures.	Destroy 7 years after procedures are superseded
3.13.2 ████████████████████	Development of agency procedures.	Destroy 2 years after procedures are superseded

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.
3.14.2 	Public reaction and agency responses.	Destroy 6 years after action completed.

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Reporting**

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



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.15.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
3.15.2 	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
3.15.3 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
3.15.4 	Responses to surveys.	Destroy 2 years after action completed

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.16.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives
3.16.2 	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

***Representations (continued)***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.



3.16.3 	Records documenting responses to other approaches received by the minister (*Ministerials*) from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: - copies of letters received - draft responses - minutes providing background details for the Minister - requests from the Minister's office for changes - final response.	Destroy 2 years after action completed
3.16.4 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed
3.16.5 	Reference set of all responses to representations 'Ministerials' kept by the coordinating area.	Destroy when reference ceases.

**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)




**Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.17.1 	Records documenting detailed research.	Destroy 7 years after last action
3.17.2 	Records documenting routine research.	Destroy 1 year after last action

**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.18.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
3.18.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
3.18.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed








**CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.19.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
3.19.2 	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives.
3.19.3 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed.
3.19.4 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed.
3.19.5 	Working papers documenting the development of submissions (other than Cabinet Submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed.

***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

***Submissions (continued)***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




3.19.6 	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed.
3.19.7 	Final unsuccessful agency submissions made to community organisations.	Destroy 7 years after action completed.
3.19.8 	Working papers documenting the development of Cabinet Submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Advice**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
4.1.2 	Receipt and provision of all other advice on youth justice management. Includes advice provided by consultants.	Destroy 5 years after action completed
4.1.3 	Working papers documenting the development of advice.	Destroy 2 years after action completed

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**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
4.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
4.2.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
4.2.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

**Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.3.1 	Travel and accommodation arrangements.	Destroy 1 year after action completed.

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**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.4.1 	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file]. Can be used where it is considered necessary to keep case files and records on youth justice matters relating to: - particular incidents; - persons; or - organisations or clients.	Destroy 100 years after last action

***YOUTH JUSTICE***

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**Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.5.1 	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
4.5.2 	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 7 years after last action
4.5.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings</li></ul>	Destroy when reference ceases

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**Compliance**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.6.1 	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 10 years after action completed

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.7.1 	Conferences arranged by agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
4.7.2 	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
4.7.3 	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after action completed
4.7.4 	Published proceedings from conferences.	Destroy when reference ceases

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***Conferences (continued)***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

4.7.5 	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms. [For travel and accommodation arrangements made for staff to attend conferences, use Youth Justice Arrangements.]	Destroy when reference ceases
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**Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives






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**Enquiries**

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.






<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.9.1 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed
4.9.2 	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
4.9.3 	Records documenting the handling of enquiries from agency employees by another government organisation covering the youth justice function	Destroy 1 year after action completed

**YOUTH JUSTICE**

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**Inquiries**

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
4.10.1 	Inquiry into the agency's performance	Destroy 20 years after action completed
4.10.2 	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: - agency statements and submissions - responses to final reports - transcripts of oral evidence given by agency officers	Destroy 7 years after final of inquiry is released
4.10.3 	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 7 years after final of inquiry is released
4.10.4 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final of inquiry is released
4.10.5 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

***YOUTH JUSTICE***

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**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.



<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.11.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
4.11.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.12.1 	Final version of agency wide youth justice management plans.	Retain as Territory Archives
4.12.2 	Working papers used to develop all youth justice management plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Policy**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.13.1 ████████████████████	Final version of policies.	Retain as Territory Archives
4.13.2 ████████████████████	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy is superseded
4.13.3 ████████████████████	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy
4.13.4 ████████████████████	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

**Procedures**

Standard methods of operating laid down by an agency according to formulated policy.



<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.14.1 ████████████████████	Master set of agency manuals, handbooks, directives etc detailing procedures.	Destroy 7 years after procedures are superseded
4.14.2 ████████████████████	Development of agency procedures.	Destroy 2 years after procedures are superseded

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The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.





<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.15.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.
4.15.2 	Public reaction and agency responses.	Destroy 6 years after action completed.

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Reporting**

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



<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.16.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
4.16.2 	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
4.16.3 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
4.16.4 	Responses to surveys.	Destroy 2 years after action completed

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives
4.17.2 	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed






***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

***Representations (continued)***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.



4.17.3 	Records documenting responses to other approaches received by the minister (*Ministerials*) from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: - copies of letters received - draft responses - minutes providing background details for the Minister - requests from the Minister's office for changes - final response.	Destroy 2 years after action completed
4.17.4 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed
4.17.5 	Reference set of all responses to representations 'Ministerials' kept by the coordinating area.	Destroy when reference ceases.

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.




**Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.18.1 	Records documenting detailed research.	Destroy 7 years after last action
4.18.2 	Records documenting routine research.	Destroy 1 year after last action

**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
4.19.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
4.19.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Security**

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.20.1 ████████████████████	Security footage that contains evidence of notifiable incidents such as assault, death or significant injury, security breach, escape etc.	Destroy when person/s reaches 25 years of age, or 7 years after last action, whichever is later
4.20.2 ████████████████████	Security footage that contains evidence of the use of force, use of the seclusion room	Destroy 2 years after date of creation
4.20.3 ████████████████████	Security footage that does not contain evidence as described in other classes of security and is not subject to FOI	Destroy 1 month after date of creation

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.







<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.21.1 ████████████████████	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
4.21.2 ████████████████████	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives.

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

***Submissions (continued)***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




4.21.3 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed.
4.21.4 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed.
4.21.5 	Working papers documenting the development of submissions (other than Cabinet Submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed.
4.21.6 	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed.
4.21.7 	Final unsuccessful agency submissions made to community organisations.	Destroy 7 years after action completed.
4.21.8 	Working papers documenting the development of Cabinet Submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions

***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Advice**

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





<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
5.1.2 	Receipt and provision of all other advice on youth programs management. Includes advice provided by consultants.	Destroy 5 years after action completed
5.1.3 	Working papers documenting the development of advice.	Destroy 2 years after action completed

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
5.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
5.2.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
5.2.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

**Arrangements**

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.


<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.3.1 	Travel and accommodation arrangements.	Destroy 1 year after action completed.

***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.4.1 	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file]. Can be used where it is considered necessary to keep case files and records on youth programs.	Destroy 100 years after last action

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.5.1 	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives
5.5.2 	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Destroy 7 years after last action
5.5.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agenda</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings</li></ul>	Destroy when reference ceases




**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.





**Compliance**

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.6.1 	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 10 years after action completed

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.7.1 	Conferences arranged by agency. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
5.7.2 	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
5.7.3 	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after action completed
5.7.4 	Published proceedings from conferences.	Destroy when reference ceases

***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.




***Conferences (continued)***

The activities involved in arranging or attending conferences held either by the agency or by other agencies. Includes registrations, publicity, and reports of participants etc.

5.7.5 	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms. [For travel and accommodation arrangements made for staff to attend conferences, use Youth Programs Arrangements.]	Destroy when reference ceases
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***Enquiries***

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.






<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.8.1 	Records documenting the management of discovery orders and subpoenas. Includes detailed lists and copies of records found.	Destroy 3 years after action completed
5.8.2 	From the public about the agency and its programs, products and services	Destroy 2 years after action completed
5.8.3 	Records documenting the handling of enquiries from agency employees by another government organisation covering the Youth Program function	Destroy 1 year after action completed

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Inquiries**

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.9.1 	Inquiry into the agency's performance	Destroy 10 years after action completed
5.9.2 	Inquiries with no direct relation to the agency's function where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"><li>- agency statements and submissions</li><li>- responses to final reports</li><li>- transcripts of oral evidence given by agency officers</li></ul>	Destroy 7 years after final of inquiry is released
5.9.3 	Records documenting legal support given to the agency either conducting an inquiry or participating in an inquiry.	Destroy 3 years after final of inquiry is released
5.9.4 	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final of inquiry is released
5.9.5 	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.



**Meetings**

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.10.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
5.10.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.11.1 	Final version of agency wide youth programs management plans.	Retain as Territory Archives
5.11.2 	Working papers used to develop all youth programs management plans. Includes draft plans, reports, analysing issues and comments on draft plans	Destroy 1 year after adoption of the final plan

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.



**Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.12.1 	Final version of policies.	Retain as Territory Archives
5.12.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy is superseded
5.12.3 	Comments made on the development of policies.	Destroy 2 years after the promulgation of the new policy
5.12.4 	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

**Procedures**

Standard methods of operating laid down by an agency according to formulated policy.



<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.13.1 	Master set of agency manuals, handbooks, directives etc detailing procedures.	Destroy 7 years after procedures are superseded
5.13.2 	Development of agency procedures.	Destroy 2 years after procedures are superseded

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.





**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.14.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.
5.14.2 	Public reaction and agency responses.	Destroy 6 years after action completed.

**Reporting**

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.15.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
5.15.2 	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after action completed
5.15.3 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
5.15.4 	Responses to surveys.	Destroy 2 years after action completed

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.




<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.16.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives
5.16.2 	Records documenting the preparation of Ministerial responses to questions raised in the Legislative Assembly.	Destroy 5 years after action completed

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

***Representations (continued)***

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

5.16.3 	Records documenting responses to other approaches received by the minister (*Ministerials*) from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Destroy 2 years after action completed
5.16.4 	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed
5.16.5 	Reference set of all responses to representations 'Ministerials' kept by the coordinating area.	Destroy when reference ceases.





**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.




**Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.17.1 	Records documenting detailed research.	Destroy 7 years after last action
5.17.2 	Records documenting routine research.	Destroy 1 year after last action

**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.






<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.18.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
5.18.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
5.18.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after action completed

**YOUTH PROGRAMS**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.




<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
5.19.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
5.19.2 	Working papers documenting the development of Cabinet.	Retain as Territory Archives.
5.19.3 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Destroy 10 years after action completed.
5.19.4 	Submissions (other than Cabinet Submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed.
5.19.5 	Working papers documenting the development of submissions (other than Cabinet Submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed.

**Records Disposal Schedule – Children, Youth & Family Support Records January 2006**

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

***Submissions (continued)***

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

5.19.6 	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed.
5.19.7 	Final unsuccessful agency submissions made to community organisations.	Destroy 7 years after action completed.
5.19.8 	Working papers documenting the development of Cabinet Submissions. Includes background and briefing material, drafts and comments received.	Destroy in accordance with Cabinet Handbook instructions

**CLASSES FOR RETENTION AS TERRITORY ARCHIVES**

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

***Advice***

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.1.1 ████████████████████	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

***Agreements***

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.2.1 ████████████████████	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
1.2.2 ████████████████████	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Cases**

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.4.1 	<p>[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file].</p> <p>To be used where it is considered necessary to keep records relating to adoption activities in the name of the prospective adoptive parents including:</p> <ul style="list-style-type: none"><li>- permanent care orders;</li><li>- special needs adoptions;</li><li>- intercountry adoptions; and</li><li>- enquires and applications that do not proceed.</li></ul> <p>To be used where it is considered necessary to keep records relating to adoption activities in the name of the adoptee including:</p> <ul style="list-style-type: none"><li>- research into family history;</li><li>- information on the local community and custodians;</li><li>- local family names; and</li><li>- other relevant cultural issues and gene mapping.</li></ul>	Retain as Territory Archives

### ***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.


#### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.5.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

#### **Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.


**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.12.1 	Final version of agency wide adoption management plans.	Retain as Territory Archives


**Policy**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.13.1 	Final version of policies.	Retain as Territory Archives

**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.




***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.

**Reporting**

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


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### ***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.


#### **Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives

#### **Research**

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.1 	Records documenting detailed or significant research.	Retain as Territory Archives


***Classes for retention as Territory Archives***

***ADOPTION MANAGEMENT***

The function of managing the adoption process. Includes all records documenting the adoption processes including individual case histories, policies and procedures relating to adoption. Involves the management of the records of relinquishing parents, prospective adoptive parents and children that document the transfer of legal guardianship of children from birth to adoptive parents.



**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.20.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
1.20.2 	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives

***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements



**Advice**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
2.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

### ***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements


#### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.5.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

#### **Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives


***Classes for retention as Territory Archives***

***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements


**Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.12.1 	Final version of agency wide child protection plans.	Retain as Territory Archives


**Policy**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.13.1 	Final version of policies.	Retain as Territory Archives

**Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.15.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.


***Classes for retention as Territory Archives***

***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements


**Reporting**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.16.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

**Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives

***CHILD PROTECTION***

The function of providing case management for children who are in need of support due to abuse and/or neglect. Includes providing support for the family to enable them to continue to provide adequate care for the child, removal of the child from parental care when the child needs protection to either other family members or foster care and making prompt decisions about permanent living arrangements



**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.20.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
2.20.2 	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives.




***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)



**Advice**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
3.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

### ***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)


#### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.5.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

#### **Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.11.1 	Final version of agency wide children's programs plans.	Retain as Territory Archives

### **CHILDREN'S PROGRAMS**

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)


#### **Policy**

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

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.12.1 	Final version of policies.	Retain as Territory Archives


#### **Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.14.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.

#### **Reporting**

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


<b>Entry</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.15.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### ***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)


#### **Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.16.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives

#### **Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.18.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

***CHILDREN'S PROGRAMS***

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs)

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.19.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
3.19.2 	Working papers documenting the development of Cabinet Submissions	Retain as Territory Archives.

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.



**Advice**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.1.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.2.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
4.2.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

## ***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.5.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

### **Control**

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.8.1 	Control records include indexes which record the name, date of birth, address and/or other related client details	Retain as Territory Archives

## ***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


### **Planning**

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.12.1 	Final version of agency wide youth justice management plans.	Retain as Territory Archives


### **Policy**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.13.1 	Final version of policies.	Retain as Territory Archives

### **Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.15.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.




## ***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


### **Reporting**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.16.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### **Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.17.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives

***YOUTH JUSTICE***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.



**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.19.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
4.21.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
4.21.2 	Working papers documenting the development of Cabinet Submissions.	Retain as Territory Archives.

***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Advice**

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

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.1.1 [Barcode]	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

**Agreements**

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.2.1 [Barcode]	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
5.2.2 [Barcode]	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

## ***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


### **Committees**

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc. Use STRATEGIC MANAGEMENT - Committees for audit committees.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.5.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

### **Policy**

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


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.12.1 	Final version of policies.	Retain as Territory Archives

### ***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


#### **Public Reaction**

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.14.1 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives.

#### **Reporting**

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


<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.15.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### ***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.


### **Representations**

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.16.1 	Records documenting responses to approaches received by the minister (*Ministerials*) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"><li>- copies of letters received</li><li>- draft responses</li><li>- minutes providing background details for the Minister</li><li>- requests from the Minister's office for changes</li><li>- final response.</li></ul>	Retain as Territory Archives

### **Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.18.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

***YOUTH PROGRAMS***

The function of encouraging young people to accept responsibility for their behaviour, acquire and maintain community support, and to manage court and community orders made against them. Includes programs to reduce the likelihood of young people committing further offences through intake assessments which identify needs and strengths, and the formulation of case plans which focus on intervention strategies. Also includes the detention of young people in accordance with a committal court order and providing opportunities for rehabilitation.

**Submissions**

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<b><i>Entry</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
5.19.1 	Development of submissions (other than Cabinet Submissions) relating to controversial issues.	Retain as Territory Archives
5.19.2 	Working papers documenting the development of Cabinet.	Retain as Territory Archives.