



Australian Government

National Archives of Australia

Records Authority

Australian Federal Police

8 August 2007

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INTRODUCTION

The Australian Federal Police (AFP) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for all functions of the AFP:

- Bomb Data
- Community Investigations
- Community Policing
- Criminal Records
- Federal Investigations
- Firearms and Weapons Control
- Firearms Collection
- Intelligence
- International Deployments
- International Policing
- Law Enforcement Personnel
- Law Enforcement Training
- Police Museum
- Prosecution and Judicial Support, and
- Protective Security.

It represents a significant commitment on behalf of the AFP to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the business of the AFP. It takes into account the AFP's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the AFP and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document these functions.

This Authority gives the AFP the permission, required under the Archives Act, for the disposal of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The AFP can use the following tools to dispose of their records:

- this Records Authority covering the AFP's agency specific records,
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

RA Job no 2006/446344

AUTHORISATION

RECORDS AUTHORITY

**Person to whom notice of
authorisation is given:**

Commissioner
Australian Federal Police
GPO Box 401
Canberra ACT 2601

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

All functional records

This authorisation applies to only the disposal of the records described on the Authority in accordance with the disposal action specified on the Authority. The Authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer

Date of issue:

8 August 2007



Ross Gibbs
Director-General
National Archives of Australia

APPLICATION OF THIS AUTHORITY

1. The classes issued in this Records Authority supersede those in Records Disposal Authorities (RDAs) 553, 658, 665, 666, 670, 679, 739, 740, 772, 790, 898, 1003, 1029 and 1046, and should now be applied to records that meet the class descriptions.
2. RDAs 553, 658, 665, 666, 670, 679, 739, 740, 772, 790, 898, 1003, 1029 and 1046 are hereby terminated and cannot be used to destroy or dispose of records created on or after the date of issue of this Authority.
3. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies.
4. The provision of policing services to the ACT by the Australian Federal Police (AFP) generates records within the scope of this Authority. The ACT Government, through the Territory Records Office, has been consulted and its views taken into account in determining appropriate disposal actions for relevant classes in this Authority, particularly within (but not restricted to) the Community Policing and Community Investigations functions.
5. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual class to which they belong. This process enables sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
6. Records that were created before 21 April 1960 and fall within the scope of this Authority must be sentenced according to the Appendix of this Authority.
7. Records already sentenced under RDAs 553, 658, 665, 666, 670, 679, 739, 740, 772, 790, 898, 1003, 1029 and 1046 do not need to be resented:
 - provided they are retained for the minimum periods set out in the relevant superseding classes, or
 - unless they are already sentenced as 'retain permanently' using previous RDAs and fall within the scope of this Authority (refer to the Appendix below for how this is to apply to records created before or after 21 April 1960).
8. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in this Authority. The AFP will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
9. In general, retention requirements indicate a minimum period for retention. The AFP may extend minimum retention periods if it considers that there is an administrative need to do so. Where the AFP believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the AFP should contact the National Archives for review of the retention period.
10. Dates expressed in class descriptions of this Authority are a reasonable estimation of the class coverage and are indicative only.
11. From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Authority, please contact the National Archives.

12. Records in the care of the AFP should be appropriately stored and preserved. The AFP needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
13. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
14. Advice on how to use this Authority is available from the AFP's records management team leader. If there are problems with the application of the authority that cannot be resolved by the AFP, please contact the National Archives.

CONTACT INFORMATION

For assistance with this Authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Conferences

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

For the publication of conference proceedings, use PUBLICATION.

Entry	Description of Records	Disposal Action
13175	Conference proceedings and official reports created for conferences arranged by the agency. Includes copies of speeches. (Date range: 1977 -)	Retain as national archives
14523	Final version of speeches as delivered and official reports by agency personnel for conferences arranged by other organisations. (Date range: 1977 -)	Retain as national archives
14524	Conference proceedings and official reports received at conferences arranged by other organisations. (Date range: 1977 -)	Destroy 50 years after last action
13173	Records documenting arrangements for conferences including program development, arranging speakers, promotion, managing registrations and venue bookings. (Date range: 1977 -)	Destroy 7 years after action completed
13177	Records documenting attendance of staff at conferences arranged by other organisations. Includes complete registration forms, programs and conference promotion material. (Date range: 1977 -)	Destroy 7 years after action completed
13178	Reports evaluating conferences, includes evaluation forms and suggestions for improvements. (Date range: 1977 -)	Destroy 2 years after last action

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Enquiries

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

Entry	Description of Records	Disposal Action
13179	Records documenting the handling of enquiries for information about the agency's services provided in relation to the bomb data function. (Date range: 1977 -) <i>[For technical bulletins created in response to enquiries, use BOMB DATA - Explosives Awareness Advice.]</i>	Destroy 7 years after last action

Explosives Awareness Advice

The activity associated with collecting, collating, interpreting and disseminating advice on explosives, explosive incidents, and related matters.

For arrangements for the publication of information and technical reports, use PUBLICATION.

Entry	Description of Records	Disposal Action
13180	Records containing bomb incident reports and bulletins received from domestic and international police forces and defence and intelligence agencies. (Date range: 1977 -)	Retain as national archives
13181	Records documenting building surveys and reports conducted by the agency for other organisations. Includes security surveys. (Date range: 1977 -)	Destroy when reference ceases
13182	Records documenting the receipt and provision of advice in relation to the bomb data function or bomb data centre services. Includes formal advice to government agencies on mail bomb recognition and procedures, bomb technician bulletins, intelligence bulletins, special reports, and information bulletins. Includes drafts and final reports. (Date range: 1977 -)	Destroy when reference ceases

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Explosives Awareness Training

The activities associated with all aspects of explosives awareness training, including identifying the requirement, preparing the training course and materials and conducting training.

For law enforcement training developed and delivered by the agency, use LAW ENFORCEMENT TRAINING - Curriculum and LAW ENFORCEMENT TRAINING - Student Records.

For training developed and delivered by other agencies or organisations, use STAFF DEVELOPMENT - Training.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13184	Master set of training material for courses run by the agency on issues such as bomb threat procedures, search techniques and explosive device awareness. Includes programs, lecture notes, handouts, film and visual recordings. Also includes records of course attendees. (Date range: 1977 -)	Destroy 50 years after last action
13186	Records documenting administrative arrangements for the running of internal training courses. Includes: <ul style="list-style-type: none">• processing applications• venue bookings• hire of equipment• catering• copies of financial records. (Date range: 1977 -)	Destroy 7 years after action completed
13187	Records documenting assessments of internal training courses. Includes course evaluations made by staff after attending course. (Date range: 1977 -)	Destroy 2 years after action completed
13188	Records documenting the development of training materials. Includes working papers. (Date range: 1977 -)	Destroy when reference ceases

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Explosives Trial and Evaluation

The activities of evaluating explosives or explosives related matters to obtain information either for internal purposes, or in response to an external need or request. Includes the reconstruction and detonation of explosives, the assessment of current bomb procedures and practices, and the assessment of existing bomb disposal assets and equipment in relation to meeting the needs of the given situation.

For general research into explosives, use BOMB DATA – Research.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13189	Records documenting the trial or evaluation of bomb disposal techniques. Includes reviews of processes and practices. (Date range: 1977 -)	Retain as national archives
13190	Records documenting the trial or evaluation of explosives and explosive devices, and tools and equipment. Includes the reconstruction of devices for observation and ceases assessment; dramatisations and investigative support; diagrams and schematics, desktop assessments, partial and full technical trials. (Date range: 1977 -)	Destroy when reference ceases

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with non-government agencies on bomb data related issues, use BOMB DATA – Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13192	Records documenting liaison with government agencies relating to the function of bomb data. Includes liaison visits to other police services and subsequent reports. (Date range: 1977 -)	Retain as national archives

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with government agencies on bomb data related issues, use BOMB DATA - Government Liaison.

Entry	Description of Records	Disposal Action
13193	Records documenting liaison activities with professional associations, private sector organisations and community groups. Includes collaborations on projects and the exchange of information. (Date range: 1977 -)	Destroy 4 years after action completed

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry	Description of Records	Disposal Action
13194	Records documenting the marketing of the provision of services related to the bomb data function. Includes records covering arrangements for promotional material. (Date range: 1977 -)	Destroy 7 years after action completed

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
13230	Final copies of minutes and supporting documents tabled at meetings with external agencies held to discuss matters relating to the bomb data function. Includes meetings with domestic police, security, intelligence and emergency management agencies. (Date range: 1977 -)	Retain as national archives
14527	Final copies of minutes and supporting documents tabled at internal meetings held to discuss matters relating to the bomb data function. (Date range: 1977 -)	Retain as national archives

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Meetings - Continued

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation 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>
13231	Records supporting the conduct and administration of external meetings held to discuss matters relating to the bomb data function. Includes agenda, notices of meetings and draft minutes. (Date range: 1977 -)	Destroy 7 years after last action
13232	Records supporting the conduct and administration of internal meetings held to discuss matters related to the bomb data function. Includes agenda, notices of meetings and draft minutes. (Date range: 1977 -)	Destroy 5 years after action completed

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13234	Records relating to the development and establishment of policies supporting the bomb data function. Includes: <ul style="list-style-type: none">• policy proposals research papers• results of consultations• supporting reports• major drafts• final policy document. (Date range: 1977 -)	Retain as national archives
13233	Master set of policies relating to the bomb data function. (Date range: 1977 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later
13235	Reference copies of policies relating to the bomb data function. (Date range: 1977 -)	Destroy when reference ceases

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb response.

Procedures

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

Entry	Description of Records	Disposal Action
13236	Master set of procedures relating to bomb data collection and dissemination. (Date range: 1977 -)	Destroy 50 years after procedures superseded
13237	Records relating to the development and establishment of procedures supporting the bomb data function for either internal or external agency use. (Date range: 1977 -)	Destroy 10 years after procedures superseded
13238	Copies of manuals, circulars, directives etc detailing internal and external procedures for carrying out the collection and dissemination of bomb data. (Date range: 1977 -)	Destroy when reference ceases

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.

Entry	Description of Records	Disposal Action
13239	Final copies of formal internal reports and reports made to external agencies in relation to the bomb data function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1977 -)	Retain as national archives
13240	Periodic internal reports on all general administrative matters used to monitor and document recurring activities supporting the bomb data function. Includes cumulative summary reports, work progress and production reports. (Date range: 1977 -)	Destroy 7 years after action completed
13241	Records documenting or supporting the development of reports in relation to the bomb data function. Includes working papers, drafts and comments from other areas of the agency. (Date range: 1977 -)	Destroy 7 years after action completed

BOMB DATA

The function of collecting, collating, interpreting and disseminating data and other information on explosive incidents and related matters. Includes the provision of advice on explosives, explosives' research, trial and evaluation of explosives and explosive devices, liaison with Australian and international police, security and intelligence agencies and organisations, and the conducting of bomb awareness training. Excludes responses to bomb threats.

For matters involving responses to bomb threats, use COMMUNITY POLICING - Bomb response, or PROTECTIVE SECURITY - Bomb 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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the physical attributes of explosives, use BOMB DATA – Explosives Trial and Evaluation.

Entry	Description of Records	Disposal Action
13242	Records documenting research, or consolidated research data, on explosives, devices, explosives behaviour and related topics. Includes reports of incidents. (Date range: 1977 -) <i>[For records of trials or evaluations of explosives, equipment or similar, use BOMB DATA - Explosives Trial and Evaluation.]</i>	Destroy 50 years after last action

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

Entry	Description of Records	Disposal Action
13244	Bomb data risk register. (Date range: 1977 -)	Destroy 7 years after last entry
13245	Bomb data risk treatment schedule and action plans. (Date range: 1977 -)	Destroy 7 years after last entry
13246	Records documenting the outcome of risk assessments, including risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1977 -)	Destroy 7 years after last entry

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Explanatory Note

A. For the purposes of this function, 'investigations into 'political offences'' means:

Investigations into specific offences or incitement, attempt, complicity or conspiracy to commit these specific offences or as an accessory after the fact, that are directly equivalent to offences under Commonwealth law listed under the definition of this phrase at FEDERAL INVESTIGATIONS Explanatory Note, as defined (at the time of the investigation) by:

- *Crimes Act 1900 (ACT)*
- *Criminal Code 2002 (ACT)*
- *Terrorism (Extraordinary Temporary Powers) Act 2006 (ACT)*

or equivalent legislation operating in any Commonwealth Territory with which the Australian Federal Police has an agreement to provide their services.

B. For the purposes of this function 'investigations into missing persons who are public officials', means:

Investigations into missing persons who were at the time of the investigation:

- A Member of the Legislative Assembly of the Australian Capital Territory, or an elected member of its predecessors (or equivalent Parliament operating in any Commonwealth Territory with which the Australian Federal Police has an agreement to provide their services); or
 - A Chief Executive or Chief Executive Officer (or their immediate deputy) of an ACT Government agency (as defined by the *Public Sector Management Act 1994 (ACT)*) (or equivalent Government and legislation operating in any Commonwealth Territory with which the Australian Federal Police has an agreement to provide their services); or
 - A member of the Judiciary, namely a justice of the ACT Supreme Court or other court or tribunal created by the Legislative Assembly of the Australian Capital Territory (or equivalent court and government operating in any Commonwealth Territory with which the Australian Federal Police has an agreement to provide their services); or
 - An immediate family member of any of the above persons.
-

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Advice

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

Entry	Description of Records	Disposal Action
13247	Records documenting the receipt or provision of advice given to internal clients and external agencies in relation to the function of community investigations. (Date range: 1977 -)	Destroy 7 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
15485	Agreements or memorandums of understanding made with public sector agencies from other governments, and international law enforcement agencies and national governments, including overseas police forces, which relate directly to or support investigations, including named operations. Includes agreements for serving extradition warrants, transferring exhibits, or forensic services. (Date range: 1977 -)	Retain as national archives
15486	Agreements or memorandums of understanding made with international law enforcement agencies and national governments including police forces, which do not relate directly to an investigation. Includes agreements for serving extradition warrants, transferring exhibits, or forensic services. (Date range: 1977 -)	Retain as national archives
13248	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support investigations, including named operations, where there has been a successful prosecution. (Date range: 1977 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

Entry	Description of Records	Disposal Action
13250	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to, or support an investigation into missing persons and which remain unresolved. Includes agreements for serving extradition warrants, transferring exhibits, or forensic services. (Date range: 1977 -)	Destroy 105 years after date of birth or destroy 10 years after death, whichever is the earlier
13249	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1977 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15402	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1977 -)	Destroy 80 years after the date of birth of any alleged offender
15403	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1977 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13251	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1977 -)	Destroy 25 years after last action
13252	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to, or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1977 -)	Destroy 25 years after last action
13253	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to, or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1977 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13254	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to, or support an investigation into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none">• offences against the person• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1977 -)	Destroy 15 years after last action
13255	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. (Date range: 1977 -)	Destroy 10 years after last action
13256	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation into missing persons where the person is found deceased and where there are no suspicious circumstances. (Date range: 1977 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action

‡ For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13257	Agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which relate directly to or support an investigation where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1977 -)	Destroy 10 years after last action
13259	Agreements or memorandums of understanding made with private sector organisations to assist with police investigations. Includes agreements setting out roles and responsibilities for work between agencies; and agreements with organisations such as family services and rape crisis centres. (Date range: 1977 -)	Destroy 7 years after completion or other termination of the agreement
13260	All other agreements or memorandums of understanding made with any Commonwealth territory with which the agency has an agreement to provide services, which do not relate directly to an investigation. Includes agreements for serving extradition warrants, transferring exhibits or forensic services. (Date range: 1977 -)	Destroy 7 years after completion or other termination of the agreement
13261	Agreements or memorandums of understanding made with public sector or international law enforcement agencies, including police forces, which relate directly to or support an investigation into missing persons, where the person is found alive. (Date range: 1977 -)	Destroy 2 years after the case is solved
13262	Working papers supporting agreements or memorandums of understanding made with public sector or international law enforcement agencies, including police forces. (Date range: 1977 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
15219 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into 'political offences' including named operations. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15221 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons who are public officials. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1927 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
13263 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons, which remain unresolved. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13265 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
13267 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15404 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
13269 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 25 years after last action
15405 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
13270 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 25 years after last action
13273 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none">• offences against the person• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences - eg culpable driving, menacing driving, negligent driving resulting in grievous bodily harm or death. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
13274 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
13277 [‡]	Warrant register. (Date range: 1927 -)	Destroy 10 years after last warrant executed
13278 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations where it is found that no offence was committed. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 10 years after last action
13279 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons where the person is found deceased and where there are no suspicious circumstances. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
13280 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 10 years after last action
13284 [‡]	Records documenting delegations of authority in support of the function of community investigations. (Date range: 1927 -)	Destroy 10 years after delegation is superseded
13285 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons where the person is found alive. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1927 -)	Destroy 2 years after the case is solved
13287 [‡]	Copies of warrants, orders or like instruments. Includes certified copies. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones and interpreters as required.

For the arrest of suspects, use COMMUNITY INVESTIGATIONS - Detention.

For records that contain a prosecution outcome, use CRIMINAL RECORDS - Prosecution Outcomes.

Entry	Description of Records	Disposal Action
15223 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations into 'political offences', including named operations. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
13288 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13289 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes statements of facts, charge sheets or charge books. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones and interpreters as required.

For the arrest of suspects, use COMMUNITY INVESTIGATIONS - Detention.

For records that contain a prosecution outcome, use CRIMINAL RECORDS - Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15406 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15407 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action
13290 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 25 years after last action
13291 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones and interpreters as required.

For the arrest of suspects, use COMMUNITY INVESTIGATIONS - Detention.

For records that contain a prosecution outcome, use CRIMINAL RECORDS - Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13292 [‡]	<p>Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations into offences which result in formal cautions or diversionary conferences.</p> <p>Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes statements of facts and charge sheets or charge books.</p> <p>(Date range: 1927 -)</p>	Destroy 15 years after last action
13293 [‡]	<p>Records documenting the offence that the person is being charged with including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution.</p> <p>Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes statements of facts and charge sheets or charge books.</p> <p>(Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones and interpreters as required.

For the arrest of suspects, use COMMUNITY INVESTIGATIONS - Detention.

For records that contain a prosecution outcome, use CRIMINAL RECORDS - Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13294 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 10 years after last action
13295 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations where it is found that no offence was committed. Includes statements of facts and charge sheets or charge books. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
13296	Visual and audio recordings of an offender being charged. (Date range: 1990 -)	Destroy 10 years after last action
13297 [‡]	Copies of records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate. Includes copies of statement of facts and charge sheet documents. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
14333 [‡]	Records of external committees formed to consider matters relating to the function of community investigations. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1927 -)	Retain as national archives
13298 [‡]	Records of internal committees formed to consider matters relating to the function of community investigations. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1927 -)	Destroy 10 years after last action
13299 [‡]	Records supporting the administration of committees to consider matters relating to the function of community investigations. Includes agenda, notices of minutes, draft minutes and working papers. (Date range: 1927 -)	Destroy when reference ceases

Compliance

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

Entry	Description of Records	Disposal Action
13300 [‡]	Records documenting external inspections to assess compliance with standards. Includes those conducted by the Ombudsman to check compliance of technical operations. (Date range: 1927 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Compliance - Continued

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation 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>
13301 [‡]	Records documenting internal checks for compliance. Includes assessment against set criteria, recommendations and plans for changes and standards such as AS/NZS 4757:2002 Handling and destruction of drugs. (Date range: 1927 -)	Destroy 7 years after last action

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13302	Records documenting the management of contracts relating to the community investigation function. Includes minutes of meetings with main stakeholders, performance and evaluation reports and copies of invoices and payment details. (Date range: 1993 -)	Destroy 7 years after completion or other termination of contract
13303	Working papers supporting the management of contracts relating to the community investigation function. (Date range: 1993 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
15225 [‡]	Records documenting the arrest and detention of a person in relation to investigations into 'political offences', including named operations. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
13304 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13305 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15408 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15409 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action
13306 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action
13307 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13308 [‡]	<p>Records documenting the arrest and detention of a person in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)</p>	Destroy 15 years after last action
13309 [‡]	<p>Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
13310 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 10 years after last action
13311 [‡]	Records documenting the arrest and detention of a person in relation to investigations where it is found that no offence was committed. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 10 years after last action
13312	Visual or other recordings of detainees in cells. (Date range: 1990 -)	Destroy 7 years after last action
17215 [‡]	Copies of records documenting the arrest and detention of a person. (Date range: 1927 -)	Destroy 1 year after last action

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of drugs, use COMMUNITY INVESTIGATIONS - Drug Control.

For the management of property, including vehicles, general property, and lost property, use COMMUNITY INVESTIGATIONS - Property Control.

Entry	Description of Records	Disposal Action
13313 [‡]	Records documenting arrangements for the return, destruction or other disposal of property held due to seizure, forfeiture or being handed into police. Includes: records of auction, auction lists and the results of sales made at auctions. (Date range: 1927 -)	Destroy 7 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Drug Control

The activity of managing drugs seized by the police in the conduct or delivery of its activities or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control, management and disposal of drugs.

For the management of other property, including vehicles, general property, and lost property, use COMMUNITY INVESTIGATIONS – Property Control.

For the disposal of property, use COMMUNITY INVESTIGATIONS – Disposal.

Entry	Description of Records	Disposal Action
13314 [‡]	Register of drugs seized. Includes details of type, weight, name of person depositing, movement in and out of registry and date of destruction. (Date range: 1927 -)	Destroy when all cases in register are finalised
13315 [‡]	Records documenting the seizure of drugs and their deposit into the drug registry. Includes drug seizure and exhibit sheets, and analysis certificates. (Date range: 1927 -)	Destroy 10 years after case finalised

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For post operational reviews, following investigations, use COMMUNITY INVESTIGATIONS – Review.

Entry	Description of Records	Disposal Action
13316 [‡]	Records documenting evaluations of community investigation programs. Includes assessments used to allocate resources and determine priorities, and assessments of handling of matters. (Date range: 1927 -)	Destroy 20 years after action completed
13317 [‡]	Working papers supporting evaluations of community investigations programs. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

Entry	Description of Records	Disposal Action
13318	Records documenting forensic analysis relating to investigations into missing persons which remain unresolved. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13319	Records documenting forensic analysis relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13320	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15410	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15411	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 25 years after last action
13322	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1964 -)	Destroy 25 years after last action
13323	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13324	<p>Records documenting forensic analysis relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)</p>	Destroy 15 years after last action
13325	<p>Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13326	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 10 years after last action
13327	Records documenting forensic analysis relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
13328	Records documenting forensic analysis relating to investigations where it is found that no offence was committed. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1964 -)	Destroy 10 years after last action
13329	Records documenting forensic analysis relating to investigations into missing persons, where the person is found alive. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1964 -)	Destroy 2 years after the case is solved

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13330	Records contained in a database containing indexes of deoxyribonucleic acid (DNA) profiles not relating to volunteers or offenders who have been acquitted or pardoned or whose convictions have been quashed. (Date range: 2000 -)	Treat in accordance with applicable laws. Otherwise, retain until no longer required for investigative, evidentiary, statistical, review or other purposes directed by the Commissioner then destroy
13331 [‡]	Exhibit register relating to investigations into missing persons, which remain unresolved. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13332 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13333 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons, which remain unresolved. Includes scanned images. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13334	Records of consent to undergo a forensic procedure relating to investigations into missing persons which remain unresolved. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes Police Officers Orders, Magistrates Orders and withdrawals of consent. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13335	Exhibit register relating to investigations, including named operations, where there has been a successful prosecution. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13336 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14330 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, where there has been a successful prosecution. Includes scanned images. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13337	Records of consent to undergo a forensic procedure relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13338 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
13340 [‡]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
13341 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes scanned images. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13342	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15412	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15413	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15414	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes scanned images. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15415	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers' orders, magistrates' orders and withdrawals of consent. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15416	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers' orders, magistrates' orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action
15417	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 25 years after last action
15418	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1964 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15419	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes scanned images. (Date range: 1964 -)	Destroy 25 years after last action
13343 [‡]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 25 years after last action
13344 [‡]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 25 years after last action
13345 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13346 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
13347 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes scanned images. (Date range: 1927 -)	Destroy 25 years after last action
13348 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes scanned images. (Date range: 1927 -)	Destroy 25 years after last action
13349	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13350	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action
13351 [‡]	Exhibit register relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none">• offences against the person• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13352 [‡]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes details of transactions of any exhibit's movements. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
13353 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13354 [‡]	<p>Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>(Date range: 1927 -)</p>	Destroy 15 years after last action
13355 [‡]	<p>Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes scanned images.</p> <p>(Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13356 [‡]	<p>Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes scanned images. (Date range: 1927 -)</p>	Destroy 15 years after last action
13357	<p>Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, Police Officers Orders, Magistrates Orders and withdrawals of consent. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13358	<p>Records of consent to undergo a forensic procedure relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes:</p> <ul style="list-style-type: none"> • forms completed either giving or withdrawing consent to perform a forensic procedure • Police Officers Orders, Magistrates Orders • withdrawals of consent. <p>(Date range: 1964 -)</p>	Destroy 15 years after last action
13359 [‡]	<p>Exhibit register relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes details of transactions of any exhibit's movements.</p> <p>(Date range: 1927 -)</p> <p><i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i></p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
13360 [‡]	Exhibit register relating to investigations where it is found that no offence was committed. Includes details of transactions of any exhibit's movements. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last entry
13361 [‡]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 10 years after last entry
13362 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action
13363 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
13364 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13365 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes scanned images. (Date range: 1927 -)	Destroy 10 years after last action
13366 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations where it is found that no offence was committed. Includes scanned images. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
13367 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes scanned images. (Date range: 1927 -)	Destroy 10 years after last action
13368 [‡]	Records of consent to undergo a forensic procedure relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13369	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 10 years after last action
13370	Records of consent to undergo a forensic procedure relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 10 years after last action
13371 [‡]	Exhibit register relating to investigations into missing persons, where the person is found alive. Includes details of transactions of any exhibit's movements. (Date range: 1927 -)	Destroy 2 years after the case is solved
13372 [‡]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons, where the person is found alive. (Date range: 1927 -)	Destroy 2 years after the case is solved
13373 [‡]	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons, where the person is found alive. Includes scanned images. (Date range: 1927 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for or is an exhibit that supports a prosecution. Includes the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use COMMUNITY INVESTIGATIONS - Forensic Analysis.

For samples of identification material taken for reasons other than forensic analysis, use COMMUNITY INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13374	Records of consent to undergo a forensic procedure relating to investigations into missing persons, where the person is found alive. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 2 years after the case is solved
13375 [‡]	Copies of recordings of information given and the suspect's responses before a forensic procedure. (Date range: 1927 -)	Destroy when reference ceases

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15226 [‡]	Records documenting liaison with government agencies and other police forces and law enforcement agencies in relation to investigations into 'political offences', including named operations. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Government Liaison - Continued

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
13376 [‡]	Records documenting all other liaison with government agencies and other police forces and law enforcement agencies in relation to the function of community investigations. (Date range: 1927 -)	Destroy 7 years after action completed

Identification Material

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings and photographs.

For samples of identification material taken for forensic analysis, use COMMUNITY INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use COMMUNITY INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
13377 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13378 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material – Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings and photographs.

For samples of identification material taken for forensic analysis, use COMMUNITY INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use COMMUNITY INVESTIGATIONS - Forensic Collection.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13379 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
13380 [‡]	Exhibit books. (Date range: 1927 -)	Destroy 80 years after last entry
15420 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15421 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material – Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings and photographs.

For samples of identification material taken for forensic analysis, use COMMUNITY INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use COMMUNITY INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
13381 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
13382 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action
13383 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1927 -)	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material – Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings and photographs.

For samples of identification material taken for forensic analysis, use COMMUNITY INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use COMMUNITY INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
13384 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
13385 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action
13386 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material – Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings and photographs.

For samples of identification material taken for forensic analysis, use COMMUNITY INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use COMMUNITY INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
13387 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
13388 [‡]	Registers of items used to take identification material, such as buccal swab kits. (Date range: 1927 -)	Destroy 7 years after last entry
13389 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons, where the person is found alive. (Date range: 1927 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing

The activity of questioning people including suspects to find facts in relation to an alleged offence.

Entry	Description of Records	Disposal Action
15228 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations into 'political offences', including named operations. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15230 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons who are public officials. (Date range: 1927 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
13390 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13391 [‡]	Written transcripts of interviews relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13392 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing - Continued

The activity of questioning people including suspects to find facts in relation to an alleged offence.

Entry	Description of Records	Disposal Action
15422 [‡]	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15423 [‡]	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action
13393 [‡]	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
13394 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing - Continued

The activity of questioning people including suspects to find facts in relation to an alleged offence.

Entry	Description of Records	Disposal Action
13395 [‡]	<p>Master copies of recordings and written transcripts of interviews relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>(Date range: 1927 -)</p>	Destroy 15 years after last action
13396 [‡]	<p>Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography.</p> <p>(Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action
13397 [‡]	<p>Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased.</p> <p>(Date range: 1927 -)</p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing - Continued

The activity of questioning people including suspects to find facts in relation to an alleged offence.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13398 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
13399 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
15658 [‡]	Master copies of audio and visual recordings relating to any investigation that has been resolved or where the offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action
13400 [‡]	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons, where the person is found alive. (Date range: 1927 -)	Destroy 2 years after the case is solved
13401 [‡]	Copies of recordings and written transcripts of interviews. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT – Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15231 [‡]	<p>Records documenting investigations into 'political offences', including named operations, whether or not an offence is found to have been committed, whether or not an outcome has been reached. Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings • transcripts • statements of facts • correspondence with various organisations • case notes • information on victim(s), suspect(s) or offender(s) • crime scene details • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • copy of brief of evidence • information on victim, suspect(s) or offender(s). <p>(Date range: 1927 -)</p> <p><i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i></p>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15233 [‡]	<p>Records documenting investigations into missing persons who are public officials. Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings • transcripts • statements of facts • correspondence with various organisations • case notes • information on victim(s), suspect(s) or offender(s). <p>(Date range: 1927 -)</p> <p><i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i></p>	Retain as national archives
13404 [‡]	<p>Records documenting investigations into missing persons, which remain unresolved. Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • case notes • information on victim, suspect/s and/or offender/s. <p>(Date range: 1927 -)</p>	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15424 [‡]	<p>Records documenting investigations where there has been a successful prosecution. Includes:</p> <ul style="list-style-type: none">• operational security assessments• transcripts of audio and visual recordings• statements of facts• correspondence with various organisations• case notes• information on victim(s), suspect(s) or offender(s)• crime scene details• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• copy of brief of evidence• information on victim, suspect(s) or offender(s). <p>(Date range: 1927 -)</p>	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13403 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes:</p> <ul style="list-style-type: none"> • offences or alleged offences against or involving children/juveniles • sexual offences • offences involving child pornography • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s • a copy of the brief of evidence <p>(Date range: 1927 -)</p>	<p>Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier</p>
13405 [‡]	<p>Records documenting investigations, including named operations, for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational security assessments, and the transcripts of visual and audio recordings.</p> <p>(Date range: 1927 -)</p>	<p>Destroy 80 years after date of birth of any alleged offender</p>

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13407 [‡]	Records documenting investigations, including named operations, for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational security assessments, and the transcripts of visual and audio recordings. (Date range: 1927 -)	Destroy 25 years after last action
13410 [‡]	Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes: <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s • a copy of the brief of evidence. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

Entry	Description of Records	Disposal Action
13411 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes:</p> <ul style="list-style-type: none">• operational security assessments• transcripts of audio and visual recordings• statements of facts• correspondence with various organisations• crime scene details• case notes• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• information on victim, suspect/s and/or offender/s• a copy of the brief of evidence. <p>(Date range: 1927 -)</p>	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13414 [‡]	<p>Records documenting investigations, including named operations, into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s • a copy of the brief of evidence. <p>(Date range: 1927 -)</p> <p><i>[For records documenting a formal outcome, including the outcome of a diversionary conference, use CRIMINAL RECORDS - Prosecution Outcomes.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13415 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes:</p> <ul style="list-style-type: none"> • offences or alleged offences against or involving children/juveniles • sexual offences • offences involving child pornography. <p>Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s • a copy of the brief of evidence. <p>(Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT – Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13419 [‡]	<p>Records documenting investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes:</p> <ul style="list-style-type: none">• operational security assessments• audio and visual recordings and the transcripts thereof• statements of facts• correspondence with various organisations• case notes• information on victim, suspect/s and/or offender/s. <p>(Date range: 1927 -)</p> <p><i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT – Coronial Investigations.]</i></p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13420 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased.</p> <p>Includes:</p> <ul style="list-style-type: none">• operational security assessments• transcripts of audio and visual recordings• statements of facts• correspondence with various organisations• crime scene details• case notes• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• information on victim, suspect/s and/or offender/s• a copy of the brief of evidence. <p>(Date range: 1927 -)</p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13421 [‡]	Records documenting investigations, including named operations, where it is found that no offence was committed. Includes: <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s • a copy of the brief of evidence • investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
15655 [‡]	Master copies of audio and visual recordings relating to any investigation that has been resolved or where the offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For complaints or enquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

For investigations regarding suspicious circumstances surrounding a suicide, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13423 [‡]	Records documenting investigations into missing persons where the person is found alive. Includes: <ul style="list-style-type: none">• operational security assessments• audio and visual recordings and the transcripts thereof• statements of facts• correspondence with various organisations• case notes• information on victim, suspect/s and/or offender/s. (Date range: 1927 -)	Destroy 2 years after the case is solved
13424 [‡]	Copies of audio and visual recordings created and electronic evidence obtained in relation to an investigation. (Date range: 1979 -) <i>[For copies of audio and visual recordings made in relation to interviews, use COMMUNITY INVESTIGATIONS – Interviewing.]</i>	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
15235 [‡]	Records documenting liaison with professional associations, private sector organisations, and community groups in relation to community investigations into 'political offences', including named operations. Includes collaboration on projects, the exchange of information and all activities of a member of an association. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14334 [‡]	Records documenting all other liaison with professional associations, private sector organisations, and community groups in relation to the function of community investigations. Includes collaboration on projects, the exchange of information and all activities of a member of an association. (Date range: 1927 -)	Destroy 7 years after action completed

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
14335 [‡]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the function of community investigations. Includes meetings with external agencies. (Date range: 1927 -)	Destroy 10 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Meetings - Continued

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation 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>
14336 [‡]	Records supporting the conduct and administration of meetings held to discuss matters relating to the function of community investigations. Including agenda, notice of meeting and draft minutes. (Date range: 1927 -)	Destroy 1 year after action completed

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>
14337 [‡]	Final copies of plans in support of investigations into missing persons, which remain unresolved. Includes operational plans. (Date range: 1927 -)	Destroy 105 years after date of birth, or 10 years after death whichever is the earlier
14338 [‡]	Final copies of plans in support of investigations, including named operations, where there has been a successful prosecution. Includes operational plans. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14339 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes operational plans. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning - Continued

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>
14340 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational plans. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15425 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational plans. (Date range: 1927 -)	Destroy 25 years after last action
14341 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes operational plans. (Date range: 1927 -)	Destroy 25 years after last action
14342 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes operational plans. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning - Continued

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>
14343 [‡]	<p>Final copies of plans in support of investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes operational plans. (Date range: 1927 -)</p>	Destroy 15 years after last action
14344 [‡]	<p>Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes operational plans. (Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action
14345 [‡]	<p>Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. Includes operational plans. (Date range: 1927 -)</p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning - Continued

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>
14346 [‡]	Final copies of plans in support of investigations into missing persons where the person is found deceased and where there are no suspicious circumstances. Includes operational plans. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14347 [‡]	Final copies of plans in support of investigations where it is found that no offence was committed. Includes operational plans. (Date range: 1927 -)	Destroy 10 years after last action
14348 [‡]	Final copies of plans in support of investigations into missing persons where the person is found alive. Includes operational plans. (Date range: 1927 -)	Destroy 2 years after last action
14349 [‡]	Working papers used in the development of plans to support community investigations. Includes draft plans, analysis of issues and comments received. (Date range: 1927 -)	Destroy 1 year after last action

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14350 [‡]	Records relating to the development and establishment of policies supporting the function of community investigations. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts, and final policy document. Excludes bomb response policies. (Date range: 1927 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Policy - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14351 [‡]	Reference copies of policies relating to the community investigations function. (Date range: 1927 -)	Destroy when reference ceases

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14352 [‡]	Master copy of manuals, circulars, directives etc of agency procedures supporting the administration of the community investigations function. Includes records documenting the development and implementation of procedures. (Date range: 1927 -)	Destroy 20 years after procedures superseded
14354 [‡]	Informal procedures on dealing with people in care and/or custody. Includes procedures for charging processes. (Date range: 1927 -)	Destroy 1 year after procedures superseded
14355 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out community investigations. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Property Control

The activity of managing property received by the Police in the conduct or delivery of its activities in the community, or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control and management of vehicles, general property, and lost property. Excludes the management of drugs.

For the seizure, control and management of drugs, use COMMUNITY INVESTIGATIONS - Drug Control.

Entry	Description of Records	Disposal Action
13447 [‡]	Records documenting the seizure of property and their deposit into the property registry. Includes: <ul style="list-style-type: none">• property seizure and exhibit sheets (including for electronic evidence)• register of property held (with details of item, description, person depositing, movement in and out of registry and date of disposal)• miscellaneous property registers. (Date range: 1927 -)	Destroy 7 years after last action
13448 [‡]	Records documenting inventories of property held. (Date range: 1927 -)	Destroy 5 years after last action

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

For the receipt and recording of information in relation to a possible offence, use COMMUNITY INVESTIGATIONS - Referring or COMMUNITY INVESTIGATIONS – Investigations.

Entry	Description of Records	Disposal Action
13449 [‡]	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1927 -)	Destroy 30 years after last entry

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Referring

The activity of gathering, receiving and recording information that assists in or instigates an investigation. Includes information received through the Crimestoppers program.

Entry	Description of Records	Disposal Action
13450 [‡]	Records documenting information received on possible crimes or crime related incidents. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. (Date range: 1927 -) <i>[For records documenting information received on possible crimes or crime related incidents that forms the basis of an investigation, use COMMUNITY INVESTIGATIONS – Investigations.]</i>	Destroy 10 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.

Entry	Description of Records	Disposal Action
14356 [‡]	Occurrence Books, Reports and Sheets relating to the function of community investigations. (Date range: 1927 - 1937)	Retain as national archives
14357 [‡]	Final copies of formal internal reports and reports made to external agencies relating to the function of community investigations. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. Excludes 'use of force' reports and 'inspection of firearm' reports. (Date range: 1927 -)	Retain as national archives
15483 [‡]	'Use of force' reports, 'inspection of firearm' reports, and Occurrence Books, Reports and Sheets. (Date range: 1927 -) <i>[For occurrence books, reports and sheets dating before 1938, use entry 14356.]</i>	Destroy 10 years after action completed
14358 [‡]	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support community investigations. Includes cumulative summary reports, work progress reports and production reports. (Date range: 1927 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reporting - Continued

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.

Entry	Description of Records	Disposal Action
14359 [‡]	Records supporting the development of reports. Includes working papers, drafts and comments received from other areas of the agency. (Date range: 1927 -)	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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
15236 [‡]	Records detailing research carried out in support of community investigations into 'political offences'. (Date range: 1927 -) [For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]	Retain as national archives
14360 [‡]	Records detailing all other research carried out in support of the function of community investigations. (Date range: 1927 -)	Destroy 20 years after action completed
14361 [‡]	Records relating to routine research carried out to support operational and administrative tasks in relation to the function of community investigations. (Date range: 1927 -)	Destroy 2 years after action completed
14362 [‡]	Working papers relating to research carried out in support of the function of community investigations. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing

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

Entry	Description of Records	Disposal Action
15239 [‡]	Master copies of post operational reviews of investigations into 'political offences' including named operations. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15241 [‡]	Master copies of post operational reviews of investigations into missing persons who are public officials. (Date range: 1927 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14363 [‡]	Master copies of post operational reviews of investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14364 [‡]	Master copies of post operational reviews of investigations, including named operations where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier.
14365 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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>
15426 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15427 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action
14366 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
14367 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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

Entry	Description of Records	Disposal Action
14368 [‡]	<p>Master copies of post operational reviews of investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>(Date range: 1927 -)</p>	Destroy 15 years after last action
14369 [‡]	<p>Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography.</p> <p>(Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action
14370 [‡]	<p>Master copies of post operational reviews of investigations into missing persons where the person is found deceased and where there are no suspicious circumstances.</p> <p>(Date range: 1927 -)</p> <p><i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronal Investigations.]</i></p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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>
14371 [‡]	Master copies of post operational reviews of investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
14372 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action
14373 [‡]	Master copies of post operational reviews of investigations into missing persons where the person is found alive. (Date range: 1927 -)	Destroy 2 years after the case is solved
14374 [‡]	Copies of post operational reviews of community investigations. (Date range: 1927 -)	Destroy when reference ceases

Rewards

The activity of providing a financial inducement, including the payment of the expenses of informants, in order to seek information or assistance that might help to solve a crime.

For records relating to the management of informants, use INTELLIGENCE - Informant Management.

For the actual payment of rewards, use FINANCIAL MANAGEMENT – Accounting.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13470 [‡]	Records documenting the payment of rewards. Includes approvals to offer or pay a reward, application forms and report for approval. (Date range: 1927 -)	Destroy 25 years after reward paid

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks and the implementation of appropriate practice and procedures to treat the risks.

Entry	Description of Records	Disposal Action
15243	Records documenting risk assessments carried out in relation to investigations into 'political offences', including named operations. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15244	Records documenting risk assessments carried out in relation to investigations into missing persons who are public officials. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14375	Records documenting risk assessments carried out in relation to investigations into missing persons which remain unresolved. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14376	Records documenting risk assessments carried out in relation to investigations including named operations where there has been a successful prosecution. (Date range: 1999 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14377	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15428	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 80 years after the date of birth of any alleged offender
15429	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 25 years after last action
14378	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14379	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 25 years after last action
14380	Records documenting risk assessments carried out in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 15 years after last action
14381	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -) <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

‡ For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14382	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 10 years after last action
14383	Records documenting risk assessments carried out in relation to investigations into missing persons where the person is found deceased and where there are no suspicious circumstances. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14384	Records documenting risk assessments carried out in relation to investigations where it is found that no offence was committed. Includes risks identified, assessments of identified risks and decisions on the management of risks. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1999 -)	Destroy 10 years after last action
14386	Risk register. (Date range: 1999 -)	Destroy 10 years after superseded
14387	Risk treatment schedule and action plans. (Date range: 1999 -)	Destroy 10 years after last action
14385	Records documenting risk assessments carried out in relation to investigations into missing persons, where the person is found alive. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 1999 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches

The activity of searching premises, including vehicles, places and persons and seizing property including items seized, surrendered and forfeited by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

Entry	Description of Records	Disposal Action
15246 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into 'political offences' including named operations. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15247 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons who are public officials. (Date range: 1927 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
13484 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
13485 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
13486 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property including items seized, surrendered and forfeited by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15430 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15431 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action
13487 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
13488 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property including items seized, surrendered and forfeited by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13489 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • or serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1927 -)	Destroy 15 years after last action
13490 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
13491 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property including items seized, surrendered and forfeited by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
13492 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons where the person is found deceased and where there are no suspicious circumstances. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
13493 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
13494 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons where the person is found alive. (Date range: 1927 -)	Destroy 2 years after case is solved

Surveillance Operations

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use COMMUNITY INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15249 [‡]	Records documenting arrangements for and the conduct of, surveillance operations in relation to investigations into 'political offences', including named operations. Includes surveillance reports. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations - Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use COMMUNITY INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14388 [‡]	Records documenting arrangements for and the conduct of, surveillance operations in relation to investigations, including named operations, where there has been a successful prosecution. Includes surveillance reports. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14389 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes surveillance reports. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15432 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes surveillance reports. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15433 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes surveillance reports. (Date range: 1927 -)	Destroy 25 years after last action

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations - Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use COMMUNITY INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14390 [‡]	Records documenting arrangements for and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes surveillance reports. (Date range: 1927 -)	Destroy 25 years after last action
14391 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes surveillance reports. (Date range: 1927 -)	Destroy 25 years after last action
15434 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment where it has been decided to take no further action or where there has not been a prosecution. Includes surveillance reports. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations - Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use COMMUNITY INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14392 [‡]	<p>Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none">• offences against the person• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes surveillance reports. (Date range: 1927 -)</p>	Destroy 15 years after last action
14393 [‡]	<p>Records documenting arrangements for and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. Includes surveillance reports. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)</p>	Destroy 10 years after last action
14394 [‡]	<p>Records documenting arrangements for and the conduct of, surveillance operations in relation to investigations where it is found that no offence was committed. Includes surveillance reports. (Date range: 1927 -)</p>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14395 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons which remain unresolved. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14396 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14397 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15435 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15436 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 25 years after last action
14398 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 25 years after last action
14399 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14400 [‡]	<p>Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes:</p> <ul style="list-style-type: none"> • the records of descriptions given by witnesses • the creation of photographic likenesses • the showing of photographs and identification parades. <p>(Date range: 1927 -)</p>	Destroy 15 years after last action
14401 [‡]	<p>Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14402 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 10 years after last action
14403 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14404 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations where it is found that no offence was committed. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
14405 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons where the person is found alive. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1927 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development

The activity involved in identifying, obtaining more information about and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation or as possible suspects.

Entry	Description of Records	Disposal Action
15250 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into 'political offences', including named operations. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15251 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons who are public officials. (Date range: 1927 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14406 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons, which remain unresolved. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14407 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14408 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation or as possible suspects.

Entry	Description of Records	Disposal Action
15437 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15438 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1927 -)	Destroy 25 years after last action
14409 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 25 years after last action
14410 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation or as possible suspects.

Entry	Description of Records	Disposal Action
14411 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1927 -)	Destroy 15 years after last action
14412 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. (Date range: 1927 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14413 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and where the only known offender or alleged offender is deceased. (Date range: 1927 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation or as possible suspects.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14414 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons where the person is found deceased and where there are no suspicious circumstances. (Date range: 1927 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14415 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
14416 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons where the person is found alive. (Date range: 1927 -)	Destroy 2 years after the case is solved

Technical Operations

The activity of developing and providing technical and communication capabilities to support investigations and/or intelligence collection and analysis. Includes radio communications and the design and delivery of specialised technological applications and electronic devices.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14418 [‡]	Records documenting arrangements for and the interception of telecommunications by technical intercept. Includes correspondence with telecommunications carriers, copies of evidentiary certificates and arrangements for registers to be sent to the Minister. Also includes arrangements for the deployment of listening devices. (Date range: 1927 -)	Keep as required for the purposes of applicable telecommunications interception and access laws and until other use has ceased; then destroy

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Technical Operations - Continued

The activity of developing and providing technical and communication capabilities to support investigations and/or intelligence collection and analysis. Includes radio communications and the design and delivery of specialised technological applications and electronic devices.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14417 [‡]	Registers of technical intercepts and listening devices. Includes General Register, Special Register and Warrants Register (including warrants being implemented on behalf of other agencies). (Date range: 1927 -)	Keep as required for the purposes of applicable telecommunications interception and access laws and until other use has ceased; then destroy
14419 [‡]	Recordings of technical intercepts and both master product and copies made and disseminated. Includes records describing access to recordings (Session lists) its dissemination and product resulting from listening devices. (Date range: 1927 -)	Destroy when no longer required for permitted purposes and after the completion of statutory inspection requirements (where relevant) has been notified to the agency. Note: At the date of issue, a mandatory destruction requirement applies to certain records in this class under the <i>Telecommunications (Interception and Access) Act 1979</i>

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14425 [‡]	Signed contracts under seal created in Western Australia. (Date range: 1927 -)	Destroy 20 years after completion or other termination of contract

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property, or the whereabouts of missing people, in the Australian Capital Territory or any Commonwealth Territory with which the agency has an agreement to provide these services. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14426 [‡]	Signed contracts under seal created in Victoria or South Australia. (Date range: 1927 -)	Destroy 15 years after completion or other termination of contract
14427 [‡]	Signed contracts under seal created in New South Wales, Queensland, the Northern Territory or Australian Capital Territory. (Date range: 1927 -)	Destroy 12 years after completion or other termination of contract
14420	Records relating to the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interests • request for tender • draft contracts. (Date range: 1993 -)	Destroy 7 years after completion or other termination of contract
14421 [‡]	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1927 -)	Destroy 7 years after tender process completed
14422 [‡]	Records relating to post-offer negotiations and due diligence checks. (Date range: 1927 -)	Destroy 7 years after tender process completed
14424 [‡]	Tender register. (Date range: 1927 -)	Destroy 7 years after last entry
14429 [‡]	Signed simple contracts. (Date range: 1927 -)	Destroy 7 years after action completed
14430 [‡]	Contract register. (Date range: 1927 -)	Destroy 7 years after last entry
14423 [‡]	Records of unsuccessful tenders or tender processes where there is no suitable bidder. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1927 -)	Destroy 3 years after tender process completed or decision made not to continue with the tender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For payments made, use FINANCIAL MANAGEMENT - Accounting

Entry	Description of Records	Disposal Action
14670 [‡]	Notices of availability of animals for use in support of the community policing function, including offers, where acquisition takes place. Includes arrangements for transport and payments. (Date range: 1917 -)	Destroy 7 years after death, termination or disposal of animal
14671 [‡]	Notices of availability of animals for use in support of the community policing function, including offers, where acquisition does not occur. (Date range: 1917 -)	Destroy when reference ceases

Agreements

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

Entry	Description of Records	Disposal Action
14672	Agreements or memorandums of understanding made to provide policing services to the ACT and other Commonwealth territories. (Date range: 1995 -)	Retain as national archives
15487 [‡]	Inter-agency agreements (inter-government – with agencies of other governments) made in support of the function of community policing. (Date range: 1927 -)	Retain as national archives
14674 [‡]	Inter-agency agreements (intra-government – with agencies of the same government) made in support of the function of community policing. (Date range: 1927 -)	Destroy 7 years after completion or other termination of the agreement
14675 [‡]	All other agreements made in support of the Community Policing function. (Date range: 1927 -)	Destroy 7 years after completion or other termination of the agreement
14677 [‡]	Working papers that support agreements or memorandums of understanding made with public sector or international law enforcement agencies, including police forces. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Animal Care

The activity of maintaining animals (predominantly dogs and horses) used for law enforcement. Includes stabling and kennelling; grooming, feeding arrangements, veterinary care, dental checks, shoeing and monitoring of physical and mental condition.

For veterinary care resulting in the destruction of an animal ('putting down'), use COMMUNITY POLICING - Animal Separations.

Entry	Description of Records	Disposal Action
14680 [‡]	Records detailing general care given to animals used in police work. Includes medical and dental records, medications used and injuries. (Date range: 1917 -)	Destroy 7 years after death, termination or disposal of animal
14684 [‡]	Rosters for animal care. (Date range: 1917 -)	Destroy when reference ceases

Animal Separations

The activity of arranging for the sale, donation, retirement or other separation of animals (predominantly dogs and horses) used for law enforcement.

Entry	Description of Records	Disposal Action
14685 [‡]	Records documenting the departure of animals from police service. Includes: <ul style="list-style-type: none">• liaison or discussions with any previous owner• arrangements for the animal to be retired to a police run paddock• sale or other associated documents• arrangements for transport. (Date range: 1917 -)	Destroy 7 years after death, termination or disposal of animal

Animal Training

The activity of training animals (predominantly dogs and horses), to perform or assist in law enforcement. Includes patrol training, water, traffic and noise desensitisation, detection techniques and training to work in crowds.

Entry	Description of Records	Disposal Action
14688 [‡]	Records documenting training programs carried out and the results of the training. Includes notes on animals' reactions in certain situations. (Date range: 1917 -)	Destroy 7 years after death termination or disposal of animal

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14691 [‡]	Records documenting delegations of authority in relation to the function of community policing. (Date range: 1927 -)	Destroy 10 years after delegation is superseded

Bomb Response

The activity of responding to a bomb threat situation. Includes physically securing the area around the suspected bomb, identification of the nature and extent of the threat or incident, and the defusing of any bomb found.

For bomb responses relating to Australian Government institutions in the ACT, use PROTECTIVE SECURITY - Bomb Response.

Entry	Description of Records	Disposal Action
14692 [‡]	Records documenting responses to bomb threats and suspicious items. Includes records kept in the agency's computer based case management system. (Date range: 1960 -)	Destroy 15 years after last action
14693 [‡]	Detailed reference material on explosives and explosive devices. Includes technical data such as diagrams and schematics. (Date range: 1960 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Charging

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS – Detention or COMMUNITY INVESTIGATIONS – Detention.

Entry	Description of Records	Disposal Action
15254 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations into 'political offences', including named operations. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1927 -) <i>[For the meaning of 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14695 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to an investigation where there has been a successful prosecution. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14697 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15476 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS – Detention or COMMUNITY INVESTIGATIONS – Detention.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15477 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 25 years after last action
14700 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 25 years after last action
14701 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS – Detention or COMMUNITY INVESTIGATIONS – Detention.

Entry	Description of Records	Disposal Action
14703 [‡]	<p>Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)</p>	Destroy 15 years after last action
14704 [‡]	<p>Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS – Detention or COMMUNITY INVESTIGATIONS – Detention.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14705 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations where it is found that no offence was committed. Includes statements of facts and charge sheets or charge books. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
14706 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books. (Date range: 1927 -)	Destroy 10 years after last action
14708	Visual and audio recordings of an offender being charged. (Date range: 1990 -)	Destroy 10 years after action completed
14710 [‡]	Copies of records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate. Includes copies of statements of facts and charge sheet documents. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
14713	Records of external committees formed to consider matters relating to the community policing function. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1990 -)	Retain as national archives
14714	Records of internal committees formed to consider matters relating to the community policing function. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1990 -)	Destroy 10 years after action completed
14716	Records supporting the administration of committees established to consider matters relating to the community policing function. Includes agenda, notices of minutes, draft minutes and working papers. (Date range: 1990 -)	Destroy when reference ceases

Compliance

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

Entry	Description of Records	Disposal Action
14718 [†]	Records documenting police divers' compliance with relevant standards, such as occupational diving and scientific instruments calibration standards. Includes: <ul style="list-style-type: none">• log books• log books of duty used for re-certification of qualifications• copies of dive medical certificates. (Date range: 1927 -)	Destroy 5 years after action completed

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
14721 [‡]	Records supporting contract management. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports • copies of invoices and payment details. (Date range: 1927 -)	Destroy 7 years after completion or other termination of contract

Detention

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
15255 [‡]	Records documenting the arrest and detention of a person in relation to investigations into 'political offences', including named operations. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -) <i>[For the meaning of 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14723 [‡]	Records documenting the arrest and detention of a person in relation to an investigation where there has been a successful prosecution. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14724 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
15478 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 80 years after the date of birth of any alleged offender
15479 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action
14725 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action
14726 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14727 [‡]	<p>Records documenting the arrest and detention of a person in relation to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into:</p> <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. <p>Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1927 -)</p>	Destroy 15 years after last action
14728 [‡]	<p>Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14729 [‡]	Records documenting the arrest and detention of a person in relation to investigations where it is found that no offence was committed. Includes statements of facts and charge sheets or charge books. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1927 -)	Destroy 10 years after last action
14730 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes personal details, property sheets, and the grounds for arrest and detention. (Date range: 1927 -)	Destroy 10 years after last action
14731	Visual or other recordings of detainees in cells. (Date range: 1990 -)	Destroy 7 years after action completed
14732 [‡]	Records documenting the transportation in police custody of mentally disabled persons. (Date range: 1940 -)	Destroy 7 years after last action
17216 [‡]	Copies of records documenting the arrest and detention of a person. (Date range: 1927 -)	Destroy 1 year after last action

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14733 [‡]	Records documenting arrangements for the return, destruction or other disposal of property held due to seizure, forfeiture or being handed into police. Includes records of auction, auction lists, and the results of sales made at auctions. (Date range: 1927 -)	Destroy 7 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Diversionary Conferencing

The activity of bringing individuals, who have committed certain types of offence such as assault, burglary, criminal damage, fraud and theft, before their family, friends, and/or victims of their crime in a supervised conference environment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14734	Records documenting arrangements for and the outcomes of diversionary conferencing where the person has been found guilty of offences against the person such as: <ul style="list-style-type: none">• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1994 -)	Destroy 105 years after date of birth of offender
14735	Records documenting arrangements for and the outcomes of diversionary conferencing where the person has been found guilty of offences which are <i>not</i> against the person such as: <ul style="list-style-type: none">• offences against or involving children/juveniles• sexual offences• offences involving child pornography• offences involving violence• offences of threatened or actual damage to property• serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. (Date range: 1994 -)	Destroy 15 years after last action

Enquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14736	Records documenting general enquiries from the public in relation to the function of community policing. (Date range: 1976 -)	Destroy 7 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Events Planning

The activity of formulating ways in which objectives can be achieved in response to major events, including Guests of Government visits, or any large public gathering. Includes communication with event organizers, third party organisations, the collation, receipt, research and analysis of information and intelligence, and the development of plans.

For planning not associated with events, use COMMUNITY POLICING - Planning.

Entry	Description of Records	Disposal Action
14737 [‡]	Records documenting planning for police presence or supporting activities at community events such as sporting or cultural events, or localised demonstrations. (Date range: 1927 -)	Destroy 5 years after last action

Explosives Awareness Training

The activities associated with all aspects of explosives awareness training, including identifying the requirement, preparing the training course and materials and conducting training.

For law enforcement training developed and delivered by the agency, use LAW ENFORCEMENT TRAINING - Curriculum and LAW ENFORCEMENT TRAINING - Student Records.

For training developed and delivered by other agencies or organisations, use STAFF DEVELOPMENT - Training.

Entry	Description of Records	Disposal Action
14738 [‡]	Master set of training material for courses run by the agency for government agencies on issues such as bomb threat procedures, search techniques and explosive device awareness. Includes programs, lecture notes, handouts, film and video. (Date range: 1960 -)	Destroy 10 years after action completed
14739 [‡]	Records documenting administrative arrangements for the running of internal training courses. (Date range: 1960 -)	Destroy 2 years after action completed
14740 [‡]	Working papers documenting the creation of training materials. (Date range: 1960 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14741 [‡]	Records documenting liaison with government agencies and other Police Forces and law enforcement agencies in relation to the community policing function. Includes interagency communications. (Date range: 1927 -)	Destroy 4 years after action completed

Information Programs

The activity of developing and delivering education and training programs, and targeted awareness and crime prevention campaigns, in partnership with local government, other agencies and the community.

Entry	Description of Records	Disposal Action
14742 [‡]	Records documenting trials into new methods of crime prevention. Includes arrangements for the inception of the program, resourcing, project plans, evaluations, major drafts and final reports on findings. (Date range: 1927 -)	Destroy 10 years after action completed
14743 [‡]	Records of visits to schools or other community organisations in support of information programs. (Date range: 1927 -)	Destroy 7 years after action completed
14744 [‡]	Records documenting research and analysis into the crime prevention programs of other agencies. Includes major drafts and final reports. (Date range: 1927 -)	Destroy 5 years after action completed
14745 [‡]	Records documenting the development and creation of education programs for crime prevention. (Date range: 1927 -)	Destroy 5 years after action completed
14746 [‡]	Working papers documenting research and analysis into the crime prevention programs of other agencies. (Date range: 1927 -)	Destroy 3 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Information Programs - Continued

The activity of developing and delivering education and training programs, and targeted awareness and crime prevention campaigns, in partnership with local government, other agencies and the community.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14747 [‡]	Working papers relating to trials into new methods of crime prevention. (Date range: 1927 -)	Destroy when reference ceases

Infringement Notices

The activity of issuing notices. Includes notices for committing a minor offence or non compliance with laws for payment of a fine.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14753 [‡]	Records disputing traffic infringement notices, where the infringement is upheld and court action takes place. (Date range: 1927 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14755 [‡]	Agency copies of infringement notices. Includes traffic infringement notices and simple cannabis offence notices. (Date range: 1927 -)	Destroy 10 years after action completed
14757 [‡]	Records documenting disputed traffic infringement notices where the infringement is upheld and no court action takes place or the infringement is waived. Includes the receipt of and responses to requests for extension of time to pay traffic infringement notices. (Date range: 1927 -)	Destroy 10 years after action completed
14763 [‡]	Records documenting traffic infringement notices which cannot be actioned. (Date range: 1927 -)	Destroy 1 year after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

For records of contact with victims of crime, use COMMUNITY POLICING - Victims of Crime.

Entry	Description of Records	Disposal Action
14766 [‡]	Records documenting ongoing contact with indigenous groups, business and other community groups in relation to their rights and updates on cases or investigations. (Date range: 1927 -)	Destroy 10 years after action completed
14768 [‡]	Records documenting general contact and liaison with members of the public, professional associations, private sector organisations and community groups. Includes records documenting collaboration on projects, and the general exchange of information in the form of routine correspondence. (Date range: 1927 -)	Destroy 7 years after last action
14769 [‡]	Records documenting general internal contact and liaison between the agency's offices. (Date range: 1927 -)	Destroy 5 years after last action
14770 [‡]	Records documenting ongoing contact with associations and community groups. Includes Police and Citizens Youth Club (PCYC), Safety House and Neighbourhood watch. (Date range: 1927 -)	Destroy 5 years after last action

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
14771 [‡]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to community policing. Includes meetings with external agencies. (Date range: 1927 -)	Destroy 3 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Meetings - Continued

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or organisation 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>
14772 [‡]	Records supporting the conduct and administration of meetings held to discuss matters relating to community policing. Including agenda, notice of meeting and draft minutes. (Date range: 1927 -)	Destroy when reference ceases

Order Service

The activity of serving orders, warrants, summons etc on a person or persons.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14773 [‡]	Records documenting the serving of orders. Includes confirmation that an order was executed and details relating to the execution. (Date range: 1927 -)	Destroy 7 years after action completed

Planning

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

For events planning, use COMMUNITY POLICING – Events Planning.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14774 [‡]	Final versions of plans in support of the community policing function. (Date range: 1927 -)	Retain as national archives
14775 [‡]	Working papers generated in the development of plans to support the community policing function. Includes draft plans, analysis of issues and comments received. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Policy

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

Entry	Description of Records	Disposal Action
14776 [‡]	Records relating to the development and establishment of policies in support of the community policing function, excluding bomb response policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1927 -)	Retain as national archives
14777	Records relating to the development and establishment of bomb response policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1960 -)	Retain as national archives
14778 [‡]	Master set of policies relating to the function of community policing. (Date range: 1927 -)	Destroy 20 years after policy superseded
14779 [‡]	Reference copies of policies relating to the community policing function. (Date range: 1927 -)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
14780 [‡]	Master copy of manuals, circulars, directives etc of agency procedures supporting the community policing function. Includes the bomb response team. Includes records documenting the development and implementation of procedures. (Date range: 1927 -)	Destroy 20 years after procedures superseded
14782 [‡]	Informal procedures on dealing with people in care and/or custody. (Date range: 1927 -)	Destroy 1 year after procedures superseded
14783 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out the community policing function. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Property Control

The activity of managing property received by the Police in the conduct or delivery of its activities in the community, or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control and management of vehicles, general property and lost property. Excludes the management of drugs.

For the seizure, control and management of drugs, use COMMUNITY INVESTIGATIONS - Drug Control.

Entry	Description of Records	Disposal Action
14784 [‡]	Records documenting the seizure of property and their deposit into the lost property register or held property register. Includes register of property held (with details of item, description, movement in and out of registry and date of disposal) and miscellaneous property registers. (Date range: 1927 -)	Destroy 7 years after last action

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

For the receipt and recording of information in relation to a possible offence, use COMMUNITY INVESTIGATIONS - Investigations, COMMUNITY INVESTIGATIONS - Referring, or COMMUNITY POLICING - Referring.

Entry	Description of Records	Disposal Action
14785 [‡]	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1927 -)	Destroy 30 years after last entry

Referring

The activity of gathering, receiving, and recording information that assists in or instigates an investigation. Includes information received through the Crimestoppers program.

Entry	Description of Records	Disposal Action
14786 [‡]	Records documenting information or requests received on matters relating to community safety and security. Includes information reports containing details of the location of the matter and the activities occurring. (Date range: 1927 -)	Destroy 10 years after action completed
14787 [‡]	Records documenting information received on possible crimes or crime related incidents. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. (Date range: 1927 -)	Destroy 10 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

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.

Entry	Description of Records	Disposal Action
14788 [‡]	Occurrence Books, Reports and Sheets relating to the function of community policing. (Date range: 1927 – 1937)	Retain as national archives
14789 [‡]	Final copies of formal internal reports and reports made to external agencies relating to the function of community policing. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. Excludes 'Use of Force' reports and 'inspection of firearm' reports. (Date range: 1927 -)	Retain as national archives
15630 [‡]	'Use of force' reports, 'inspection of firearm' reports and Occurrence Books, Reports and Sheets. (Date range: 1927 -) <i>[For occurrence books, reports and sheets dating before 1938, use entry 14788.]</i>	Destroy 10 years after action completed
14790 [‡]	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support the function. Includes cumulative summary reports, work progress, and production reports. (Date range: 1927 -)	Destroy 2 years after action completed
14791 [‡]	Records supporting the development of reports. Includes working papers drafts and comments from other areas of the agency. (Date range: 1927 -)	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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
15256 [‡]	Records detailing research carried out in support of the community policing function regarding 'political offences'. (Date range: 1927 -) <i>[For the meaning of 'political offences', see Explanatory Note for COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Research - Continued

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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
14792 [‡]	Records detailing research carried out in relation to the function of community policing. Includes general briefing papers. (Date range: 1927 -)	Destroy 20 years after action completed
14793 [‡]	Working papers relating to research carried out in support of the function of community policing. (Date range: 1927 -)	Destroy when reference ceases

Response Policing

The activity of providing an appropriate response to reports of offences either reported or becoming known. Includes responding to requests for police attendance, recording those requests, attending crime scenes and providing other support as required.

Entry	Description of Records	Disposal Action
14796	Call trace requests, subscriber details requests, and line isolation requests. (Date range: 1979 -)	Destroy 10 years after request submitted to carrier
14797 [‡]	Records documenting police attendance where it is found that no offence was committed or no further action is taken. (Date range: 1927 -) <i>[For police attendance where an offence was committed, use COMMUNITY INVESTIGATIONS - Investigations.]</i>	Destroy 10 years after last action
14798 [‡]	Recordings of incoming calls. (Date range: 1927 -)	Destroy 7 years after last action
14799	Records documenting arrangements made for towing as a result of a traffic accident or glass replacement services as a result of a break-in. Includes rosters for towing or glass replacement companies. (Date range: 1979 -)	Destroy 2 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Search and Rescue

The activity of searching for and rescuing or recovering individuals who may have become lost. Includes the maintenance of divers logs.

For investigations into missing persons, use COMMUNITY INVESTIGATIONS - Investigations.

Entry	Description of Records	Disposal Action
14800 [‡]	Records documenting the undertaking of search and rescue operations. Includes operational orders and briefing notes. (Date range: 1927 -)	Destroy 5 years after action completed
14801 [‡]	Divers logs. Includes compliance records relating to divers logs etc. (Date range: 1961 -)	Destroy 4 years after last action

Searches

The activity of searching premises, including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

Entry	Description of Records	Disposal Action
14802 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles. (Date range: 1927 -)	Destroy 15 years after last action

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Entry	Description of Records	Disposal Action
14808 [‡]	Signed contracts under seal created in Western Australia. (Date range: 1927 -)	Destroy 20 years after completion or other termination of contract
14815 [‡]	Signed contracts under seal created in Victoria or South Australia. (Date range: 1927 -)	Destroy 15 years after completion or other termination of contract
14816 [‡]	Signed contracts under seal created in New South Wales, Queensland, the Northern Territory or Australian Capital Territory. (Date range: 1927 -)	Destroy 12 years after completion or other termination of contract

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14803 [‡]	Records relating to the development and issue of tender documentation. Includes statement of requirements, request for proposals, expression of interests, request for tender and the draft contract issued. (Date range: 1927 -)	Destroy 7 years after completion or other termination of contract
14804 [‡]	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1927 -)	Destroy 7 years after tender process completed
14805 [‡]	Records relating to post-offer negotiations and due diligence checks. (Date range: 1927 -)	Destroy 7 years after tender process completed
14807 [‡]	Tender register. (Date range: 1927 -)	Destroy 7 years after last entry
14817 [‡]	Signed simple contracts. (Date range: 1927 -)	Destroy 7 years after action completed
14818 [‡]	Contract register. (Date range: 1927 -)	Destroy 7 years after last entry
14806 [‡]	Records of unsuccessful tenders or tender processes where there is no suitable bidder. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1927 -)	Destroy 3 years after tender process completed or decision made not to continue with the tender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Traffic Management

The activity of providing traffic management services to the community, including the checking of speed, vehicle inspections and breath tests.

For summons, warrants etc instigated as a result of the management of traffic, use COMMUNITY POLICING - Authorisation.

For traffic infringements, use COMMUNITY POLICING – Infringement Notices.

Entry	Description of Records	Disposal Action
14819	Records of breath tests where a person is found to be over the prescribed concentration of alcohol. Includes breath analysis form and details of release, arrest or charge as appropriate. (Date range: 1977 -) <i>[For records of accidents where a prosecution is recorded, use CRIMINAL RECORDS - Prosecution Outcomes.]</i>	Destroy 80 years after date of birth of offender or 7 years after offender confirmed deceased
14820 [†]	Records documenting or relating to serious motor vehicle accidents where there is a fatality. Excludes accidents involving police members. (Date range: 1927 -) <i>[For investigations into motor vehicle accidents where there is an offence, use COMMUNITY INVESTIGATIONS - Investigations.]</i> <i>For investigations into serious motor vehicle accidents involving Police members, use LAW ENFORCEMENT PERSONNEL - Internal Investigations.]</i>	Destroy 80 years after accident where the offenders date of birth is not known, or 80 years after date of birth of offender, whichever is the earlier
14824 [†]	Records documenting or relating to motor vehicle accidents where there are no fatalities. Excludes accidents involving police members. (Date range: 1927 -) <i>[For Infringement Notices, use COMMUNITY POLICING - Infringement Notices.]</i> <i>For records of accidents involving Police members use LAW ENFORCEMENT PERSONNEL - Internal Investigations.]</i>	Destroy 7 years after last action
14826 [†]	Records documenting research into traffic issues where operational orders are created. Includes collated accident data to target high accident spots and the development of target areas for patrols in support of holiday or black spot campaigns. (Date range: 1927 -)	Destroy 7 years after action completed

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

COMMUNITY POLICING

The function of keeping the peace and preserving safety in the Australian Capital Territory and any other Commonwealth Territory with which the agency has an agreement to provide these services. Includes crime prevention and community safety; diversionary conferencing; deterrence of crime; planning; development of policy; property administration; response policing; traffic management; and support to victims of crime services.

Traffic Management - Continued

The activity of providing traffic management services to the community, including the checking of speed, vehicle inspections and breath tests.

For summons, warrants etc instigated as a result of the management of traffic, use COMMUNITY POLICING - Authorisation.

For traffic infringements, use COMMUNITY POLICING – Infringement Notices

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14829 [‡]	Records documenting information about traffic issues received from the public and responses sent. (Date range: 1927 -)	Destroy 15 years after action completed
14832 [‡]	Records documenting bookings for arrangements for police to assist with traffic arrangements. Includes requests to temporarily divert traffic for infrastructure work, escorts for very wide loads, or traffic direction. (Date range: 1927 -)	Destroy 2 years after action completed
14834	Records of breath tests where person found to be within prescribed concentrations of alcohol. Includes instances where the person has a positive reading on the road and a negative at the station. (Date range: 1977 -)	Destroy 1 year after action completed

Victims of Crime

The activity of providing assistance and support for victims of crime in the community. Includes the identification of victims of crime, making contact and communicating with victims, and the creation of victim impact statements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14836	Records documenting assistance provided to victims of crime. Includes records documenting contact about victims of crime with the Director of Public Prosecutions and with government agencies responsible for providing relevant support. Includes general correspondence and victim impact statements. (Date range: 1994 -)	Destroy 75 years after victim's date of birth or 7 years after last action, whichever is the later

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
15167	Final audit reports and major drafts relating to the criminal records function, including comments received from Criminal Records. (Date range: 2000 -)	Destroy 10 years after action completed
15168	Records documenting audits undertaken in relation to the management of the criminal records function. Includes research, collated information and drafts of reports. (Date range: 2000 -)	Destroy 10 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
15169	Records documenting contract management relating to the criminal records function. Includes minutes of meetings with main stakeholders and performance and evaluation reports. (Date range: 2000 -)	Destroy 7 years after completion or other termination of contract

Criminal Records Checks

The activities involved in receiving requests to check the criminal history of an individual and providing appropriate information to the requestor.

Entry	Description of Records	Disposal Action
15170 [‡]	Requests for criminal history checks. Includes responses to requests. (Date range: 1917 -)	Destroy 5 years after last action
15171 [‡]	Copies of requests for criminal history checks. Includes copies of responses to requests. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Criminal Records Liaison

The activities associated with maintaining regular general contact between the organisation and Australian or overseas police and security agencies, including Interpol, and other clients on matters relating to criminal records.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15172 [‡]	Records documenting general liaison with clients such as members of the public, stakeholder organisations, private sector organisations and community groups, and government and law enforcement agencies in Australia or overseas in relation to criminal records matters. Includes general enquiries regarding the status of criminal records checks. (Date range: 1917 -)	Destroy 10 years after the individual or entity ceases to be a client or 30 years after last action, whichever is the earlier.
15174 [‡]	Alerts received from law enforcement or other agencies in Australia or overseas relating to individuals who are the subject of a warrant or similar instrument. Includes alerts relating to prohibited immigrants, unlawful non- citizens and armed forces deserters. (Date range: 1917 -)	Destroy 5 years after the originating agency advises that the alert can be removed or once the alert is removed as a result of other action

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 organisation 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>
15175 [‡]	Final copies of minutes and supporting documents tabled at meetings with external clients held to discuss matters relating to criminal records. (Date range: 1917 -)	Destroy 10 years after entity ceases to be a client
15176 [‡]	Final copies of minutes and supporting documents tabled at internal meetings held to discuss matters relating to criminal records. (Date range: 1917 -)	Destroy 1 year after action completed
15177 [‡]	Records supporting the conduct and administration of meetings held to discuss matters relating to criminal records. Including agenda, notice of meeting and draft minutes (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15178 [‡]	Records relating to the development and establishment of policies supporting the function of criminal records. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1961 -)	Retain as national archives
15179 [‡]	Master set of policies relating to the function of criminal records. (Date range: 1961 -)	Destroy 20 years after policy superseded
15180 [‡]	Reference copies of policies relating to the criminal records function. (Date range: 1961 -)	Destroy when reference ceases

Pre-employment Checks

The activities associated with the handling of requests for information about pre-employment checks (vetting services) by other organisations, including overseas organisations. Includes responses to enquiries.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15181	Records documenting fingerprint records created for criminal history checks for certain visas, licences or for other reasons. (Date range: 1966 -)	Destroy 105 years after person's date of birth or 10 years after person's death, whichever is the earlier
15182	Requests for and responses to, vetting enquiries for people working in border protection areas such as border protection agencies (Customs, Quarantine), Department of Immigration visa checks, Department of Defence and other security agencies, the aviation and maritime industries. (Date range: 1966 -)	Destroy 5 years after action completed
15183	Requests for and responses to, vetting enquiries for people working with children such as teachers, carers, social workers and youth services officers. Includes checks for programs where the person will be working with children. (Date range: 1966 -)	Destroy 5 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Pre-employment Checks - Continued

The activities associated with the handling of requests for information about pre-employment checks (vetting services) by other organisations, including overseas organisations. Includes responses to enquiries.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15184	Requests for and responses to, vetting enquiries for people working in all other areas or types of employment, with adverse findings. (Date range: 1966 -)	Destroy 5 years after action completed
15185	Requests for and responses to, vetting enquiries for people working in all other areas or types of employment, with no adverse findings. (Date range: 1966 -)	Destroy 2 years after action completed

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15186 [‡]	Master copy of manuals, circulars, directives etc of agency procedures supporting the administration of criminal records. (Date range: 1917 -)	Destroy 20 years after procedures superseded
15187 [‡]	Records documenting the development and implementation of agency procedures supporting criminal records. (Date range: 1917 -)	Destroy 10 years after procedures superseded
15188 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures relating to criminal records. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Prosecution Outcomes

The activity of recording the results of a prosecution or court outcome, for the purpose of being able to access that information at a later stage if required for further reference.

Entry	Description of Records	Disposal Action
15258 [‡]	Original records documenting prosecution outcomes in relation to 'political offences'. Includes copies of bench sheets, reports from the Director of Public Prosecutions, criminal offence reports and summary offence reports that contain outcomes. (Date range: 1917 -) <i>[For the meaning of 'political offences', see Explanatory Note for FEDERAL INVESTIGATIONS or COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15189 [‡]	Original records documenting all other prosecution outcomes. Includes copies of bench sheets, reports from the Director of Public Prosecutions, criminal offence reports and summary offence reports that contain outcomes. (Date range: 1917 -)	Destroy 105 years after person's date of birth or 10 years after person's death, whichever is the earlier
15190 [‡]	Copies of records documenting any prosecution outcome. Includes copies of bench sheets, reports from the Director of Public Prosecutions, criminal offence reports and summary offence reports that contain outcomes. (Date range: 1917 -)	Destroy when reference ceases

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.

Entry	Description of Records	Disposal Action
15191 [‡]	Final versions of formal internal reports and reports made to external agencies relating to the function of criminal records. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1961 -)	Retain as national archives
15192 [‡]	Final versions of periodic internal reports on all general administrative matters used to monitor and document recurring activities to support criminal records. Includes cumulative summary reports, work progress reports and production reports. (Date range: 1961 -)	Destroy 10 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Reporting - Continued

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>
15193 [‡]	Records supporting the development of all reports. Includes working papers, drafts and comments received from other areas of the agency. (Date range: 1961 -)	Destroy when reference ceases

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15199	Signed contract under seal resulting from tenders and supporting records: Western Australia. (Date range: 1995 -)	Destroy 20 years after completion or other termination of contract
15200	Signed contract under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1995 -)	Destroy 15 years after completion or other termination of contract
15201	Signed contract under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1995 -)	Destroy 12 years after completion or other termination of contract
15194	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposal, Expressions of Interest (EOI), Request for Tender (RFT) and draft contract. (Date range: 1995 -)	Destroy 7 years after tender process completed
15195	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1995 -)	Destroy 7 years after tender process completed
15196	Records documenting post-offer negotiations and due diligence checks. (Date range: 1995 -)	Destroy 7 years after tender process completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

CRIMINAL RECORDS

The function of recording the results of criminal prosecutions and providing details of or extracts from, criminal records as appropriate to Australian government law enforcement agencies, both Federal and State, other government agencies, prosecution, judicial services, international law enforcement agencies and individuals.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15202	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1995 -)	Destroy 7 years after completion or other termination of contract
15198	Tender register. (Date range: 1995 -)	Destroy 7 years after last entry
15203	Contract register. (Date range: 1995 -)	Destroy 7 years after last entry
15197	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1995 -)	Destroy 3 years after tender process completed or decision made not to continue with the tender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Explanatory Note

A. For the purposes of this function, 'investigations into 'political offences'' means:

A.I. Investigations into:

- acts of foreign interference
- attacks on Australia's defence system(s)
- politically motivated violence
Note: includes terrorism; 'politically' also embraces 'ideologically', 'sociologically' and 'religiously'
- promotion of communal violence

as defined by *The Australian Security Intelligence Organisation Act 1979* at the time this RDA was issued. These definitions are to be applied retrospectively and prospectively to records of Federal investigations in terms of actual records accumulations created and maintained after 21 April 1960.

A.II. Investigations into specific offences, or, incitement, attempt, complicity or conspiracy to commit these specific offences, or as an accessory after the fact, as defined (at the time of the investigation) by:

(a) the *Crimes Act 1914* or *Criminal Code Act 1995*, specifically:

- abuse of public office
- crimes against humanity
- disclosure of information by Commonwealth officers
- espionage, and similar activities
- genocide
- industrial disturbances, lockouts and strikes (relating to a proclamation of the Governor-General)
- offences against government:
 - inciting mutiny,
 - assisting prisoners of war to escape,
 - unlawful drilling,
 - interfering with political liberty,
 - destroying or damaging Commonwealth property
- official secrets
- piracy
- receipt of a bribe or corrupting benefit by a Commonwealth public official
- sabotage
- sedition
- serious computer offences
- terrorism (encompassing international terrorist activities using explosive or lethal devices, terrorist acts and terrorist organisations)
- treachery
- treason
- unlawful associations
- war crimes

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Explanatory Note (continued)

or

(b) other legislation:

- *Civil Aviation (Offenders on International Aircraft) Act 1970* (now repealed)
- *Crimes (Aircraft) Act 1963* (now repealed)
- *Crimes (Aviation) Act 1991*
- *Crimes (Biological Weapons) Act 1976*
- *Crimes (Foreign Incursions and Recruitment) Act 1978*
- *Crimes (Hijacking of Aircraft) Act 1972* (now repealed)
- *Crimes (Hostages) Act 1989*
- *Crimes (Internationally Protected Persons) Act 1976*
- *Crimes (Protection of Aircraft) Act 1973* (now repealed)
- *Crimes (Ships and Fixed Platforms) Act 1992*
- *Crimes (Torture) Act 1988*
- *Defence (Special Undertakings) Act 1952*
- *National Service Act 1964-1973*
- *Nuclear Non Proliferation Safeguards Act 1987*
- *War Crimes Act 1945*

Such investigations include, but are not limited to, examples such as:

- the attempted shooting of Arthur Calwell, Leader of the Opposition (1966)
- the disappearance of Harold Holt, Prime Minister (1967)
- several attempted and actual bombings by Yugoslav separatists of various consular and other premises across Australia in the 1970s
- the bomb explosion outside the Hilton Hotel, Sydney associated with the Commonwealth Heads of Government Regional Meeting (1978)
- arrests of Croats in Australia relating to unlawful drilling and conspiracy to damage property and infrastructure (1979)
- the death of the Turkish Consul-General in Australia (1980)
- Operation Peat (1989) – the investigation into the death of Australian Federal Police Assistant Commissioner Winchester

B. For the purposes of this function, 'investigations into missing persons who are public officials', means:

Investigations into missing persons who were at the time of the investigation:

- Australia's Head of State or their representative in Australia; or
- An official representative of the Commonwealth of Australia beyond the territory of Australia; or
- A Member or Senator of the Parliament of the Commonwealth of Australia; or
- A member of the Diplomatic Corps in Australia; or
- An Agency head (or their immediate deputy) of a Commonwealth agency (as defined by the *Public Service Act 1999*); or

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Explanatory Note (continued)

- A member of the Judiciary, namely a justice of the High Court or other court or tribunal created by the Parliament of the Commonwealth of Australia; or
- An internationally protected person (as defined by the *Crimes (Internationally Protected Persons) Act 1976*); or
- An immediate family member of any of the above persons.

Advice

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

Entry	Description of Records	Disposal Action
14617 [‡]	Records documenting the receipt or provision of advice given to internal clients and external agencies in relation to the function of federal investigations. (Date range: 1917 -)	Destroy 7 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
15488 [‡]	Agreements or memorandums of understanding made with public sector agencies from other governments, and international law enforcement agencies and national governments, including overseas police forces which relate directly to or support investigations, including named operations. (Date range: 1917 -)	Retain as national archives
15489 [‡]	Agreements or memorandums of understanding made with international law enforcement agencies and national governments including police forces, which do not relate directly to an investigation. Includes agreements for serving extradition warrants, transferring exhibits, or forensic services. (Date range: 1917 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

Entry	Description of Records	Disposal Action
15490 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies which relate directly or indirectly to or support an investigation into a 'political offence'. Includes agreements for serving extradition warrants, transferring exhibits or forensic services. (Date range: 1917 -) <i>[For the meaning of 'investigation into a 'political offence', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15272 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation into missing persons who are public officials. Includes agreements for serving extradition warrants and transferring exhibits. (Date range: 1917 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
14618 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation into missing persons, and which remain unresolved. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14619 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14620 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15439 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15440 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action
14621 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 25 years after last action
14622 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

Entry	Description of Records	Disposal Action
14623 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14625 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action
14626 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
14627 [‡]	Agreements or memorandums of understanding made with Commonwealth public sector agencies, which relate directly to or support an investigation where it is found that no offence was committed. Includes agreements for serving extradition warrants, and transferring exhibits. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Agreements - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14628 [‡]	Agreements or memorandums of understanding made with private sector organisations to assist with police investigations. Includes agreements setting out roles and responsibilities for work between agencies. (Date range: 1917 -)	Destroy 7 years after completion or other termination of the agreement
14629 [‡]	All other agreements or memorandums of understanding made with Commonwealth public sector agencies, which do not relate directly to an investigation. Includes agreements for serving extradition warrants, transferring exhibits, or forensic services. (Date range: 1917 -)	Destroy 7 years after completion or other termination of the agreement
14630 [‡]	Agreements or memorandums of understanding made with public sector or international law enforcement agencies including police forces, which relate directly to or support an investigation into missing persons, where the person is found alive. (Date range: 1917 -)	Destroy 2 years after the case is solved
14631 [‡]	Working papers supporting agreements or memorandums of understanding made with public sector or international law enforcement agencies, including police forces. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
15273 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into 'political offences', including named operations. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15277 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons who are public officials. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
14632 [‡]	Warrant register. (Date range: 1917 -)	Retain as national archives
14633 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons, which remain unresolved. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14635 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, in relation to a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
14637 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15441 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15442 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 25 years after last action
14639 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
14640 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 25 years after last action
14644 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences and offences involving child pornography. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14647 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Includes warrants, certificates of controlled operations, consent to perform forensic procedures, constables' orders, interim orders, magistrates' orders, evidentiary certificates, notices regarding interceptions, restraining orders etc.

Entry	Description of Records	Disposal Action
14648 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14649 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 10 years after last action
14653 [‡]	Records documenting delegations of authority in support of the function of federal investigations. (Date range: 1917 -)	Destroy 10 years after delegation is superseded
15480 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons where the person is found alive. Includes search warrants, affidavits or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 2 years after the case is solved
15481 [‡]	Copies of warrants, orders or like instruments. Includes certified copies. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS - Detention.

Entry	Description of Records	Disposal Action
15279 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations into 'political offences', including named operations. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
14821 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14822 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15443 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS - Detention.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15444 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action
14823 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -)	Destroy 25 years after last action
14825 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS - Detention.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14828 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14830 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. (Date range: 1917 -)	Destroy 10 years after last action
14831 [‡]	Records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate, in relation to investigations where it is found that no offence was committed. Includes statements of facts and charge sheets or charge books that do not contain the primary record of a prosecution outcome. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Charging - Continued

The activity of charging an alleged offender with a crime. Includes arrangements for bail and other administrative arrangements such as providing access to food, telephones, and interpreters as required.

For the arrest of suspects, use FEDERAL INVESTIGATIONS - Detention.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14833	Visual and audio recordings of an offender being charged. (Date range: 1979 -)	Destroy 10 years after action completed
14835 [‡]	Copies of records documenting the offence that the person is being charged with and any bail terms and conditions where appropriate Includes copies of statements of facts and charge sheet documents. (Date range: 1917 -)	Destroy when reference ceases

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14837 [‡]	Records of external committees formed to consider matters relating to the function of federal investigations. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1917 -)	Retain as national archives
14838 [‡]	Records of internal committees formed to consider matters relating to the function of federal investigations. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. (Date range: 1917 -)	Destroy 10 years after action completed
14839 [‡]	Records supporting the administration of committees formed to consider matters relating to the function of federal investigations. Includes agenda, notices of minutes, draft minutes and working papers. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Compliance

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

Entry	Description of Records	Disposal Action
14840 [‡]	Records documenting inspections by external parties to assess compliance with standards. Includes those conducted by the Ombudsman to check compliance of technical operations. (Date range: 1960 -)	Destroy 10 years after action completed
14841 [‡]	Records documenting internal checks for compliance. Includes assessment against set criteria, recommendations and plans for changes and standards such as AS/NZS 4757:2002 Handling and destruction of drugs. (Date range: 1960 -)	Destroy 7 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Entry	Description of Records	Disposal Action
14842	Records documenting contract management relating to the function of federal investigations. Includes minutes of meetings with main stakeholders, performance and evaluation reports and copies of invoices and payment details. (Date range: 1993 -)	Destroy 7 years after completion or other termination of contract
14843	Working papers supporting contract management relating to the function of federal investigations. (Date range: 1993 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
15280 [‡]	Records documenting the arrest and detention of a person in relation to investigations into 'political offences', including named operations,. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
14844 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14845 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15445 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15446 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 25 years after last action
14846 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 25 years after last action
14847 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Detention - Continued

The activity of apprehending, detaining and/or arresting an individual suspected or proven to have committed an offence. Includes transferring individuals to other forms of official custody.

For the apprehension, detention and arrests of persons to be extradited to either interstate or overseas jurisdictions, use PROSECUTION AND JUDICIAL SUPPORT - Extraditions.

Entry	Description of Records	Disposal Action
14849 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14850 [‡]	Records documenting the arrest and detention of a person in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes personal details, property sheets and the grounds for arrest and detention. (Date range: 1917 -)	Destroy 10 years after last action
14851 [‡]	Records documenting the arrest and detention of a person in relation to investigations where it is found that no offence was committed. Includes personal details, property sheets and the grounds for arrest and detention. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
14852	Visual or other recordings of detainees in cells. (Date range: 1990 -)	Destroy 7 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of drugs, use FEDERAL INVESTIGATIONS - Drug Control.

For the management of property, including vehicles, general property, and lost property, use FEDERAL INVESTIGATIONS - Property Control.

Entry	Description of Records	Disposal Action
14853 [‡]	Records documenting the seizure and disposal of property belonging to individuals who were the enemy during World War II. Includes personal details of the owners of the property, details or descriptions of property seized, and information about actions taken to dispose of or return the property to the original owner/s. (Date range: 1917 -)	Retain as national archives
14854 [‡]	Records documenting arrangements for the return, destruction or other disposal of property held due to seizure, forfeiture or being handed into police. Includes records of auction, auction lists and the results of sales made at auctions. (Date range: 1917 -)	Destroy 7 years after last action

Drug Control

The activity of managing drugs seized by the police in the conduct or delivery of its activities or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control, management and disposal of drugs.

For the management of other property, including vehicles, general property, and lost property, use FEDERAL INVESTIGATIONS - Property Control.

For the disposal of property, use FEDERAL INVESTIGATIONS – Disposal.

Entry	Description of Records	Disposal Action
14855	Register of drugs seized. Includes details of type, weight, name of person depositing, movement in and out of registry and date of destruction. (Date range: 1979 -)	Destroy when all cases in register are finalised

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Drug Control - Continued

The activity of managing drugs seized by the police in the conduct or delivery of its activities or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control, management and disposal of drugs.

For the management of other property, including vehicles, general property, and lost property, use FEDERAL INVESTIGATIONS - Property Control.

For the disposal of property, use FEDERAL INVESTIGATIONS – Disposal.

Entry	Description of Records	Disposal Action
14856	Records documenting the seizure of drugs and their deposit into the drug registry. Includes drug seizure and exhibit sheets, and analysis certificates. (Date range: 1979 -)	Destroy 10 years after case finalised

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For post operational reviews, following investigations, use FEDERAL INVESTIGATIONS – Review.

Entry	Description of Records	Disposal Action
14857 [‡]	Records documenting evaluations of federal investigation programs. Includes assessments used to allocate resources and determine priorities, and assessments of handling of matters. (Date range: 1979 -)	Destroy 10 years after action completed
14858 [‡]	Working papers supporting evaluations of federal investigation programs. (Date range: 1979 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

Entry	Description of Records	Disposal Action
14899 [‡]	Records documenting forensic analysis relating to investigations into missing persons, which remain unresolved. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1961 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14900 [‡]	Records documenting forensic analysis relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1961 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14901 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15447 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1961 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

Entry	Description of Records	Disposal Action
15448 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken and interpretations. (Date range: 1961 -)	Destroy 25 years after last action
14902 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -)	Destroy 25 years after last action
14903 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which remain unresolved or remain open. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

Entry	Description of Records	Disposal Action
14905 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14906 [‡]	Records documenting forensic analysis relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -)	Destroy 10 years after last action
14907 [‡]	Records documenting forensic analysis relating to investigations where it is found that no offence was committed. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1961 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Analysis - Continued

The activity of chemically and scientifically testing and analysing physical evidence or exhibits in relation to a possible crime. Includes analysis and enhancements to electronic evidence, DNA samples, fingerprints, documents and biological samples.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14908 [‡]	Records documenting forensic analysis relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14909 [‡]	Records documenting forensic analysis relating to investigations into missing persons, where the person is found alive. Includes reports, photographs, negatives, instrument and digital device printouts, notes taken, and interpretations. (Date range: 1961 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
14910	Records contained in a database containing indexes of deoxyribonucleic acid (DNA) profiles not relating to volunteers or offenders who have been acquitted or pardoned or whose convictions have been quashed. (Date range: 2000 -)	Treat in accordance with applicable laws. Otherwise, retain until no longer required for investigative, evidentiary, statistical, review or other purposes directed by the Commissioner; then destroy.
14911	Exhibit register relating to investigations into missing persons, which remain unresolved. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14912	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons, which remain unresolved. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14913	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons, which remain unresolved. Includes scanned images. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14914	Records of consent to undergo a forensic procedure relating to investigations into missing persons, which remain unresolved. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes Police Officers Orders, Magistrates Orders and withdrawals of consent. (Date range: 1964 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14915	Exhibit register relating investigations, including named operations, where there has been a successful prosecution. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14916	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14917	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14918	Records of consent to undergo a forensic procedure relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1964 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
14919 [†]	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1961 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
14920 [†]	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes details of transactions of any exhibit's movements. (Date range: 1961 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
14921	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes scanned images. (Date range: 1964 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14922	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15449	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15450	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15451	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes scanned images. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15452	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers' orders, magistrates' orders and withdrawals of consent. (Date range: 1964 -)	Destroy 80 years after the date of birth of any alleged offender
15453	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers' orders, magistrates' orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15454	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 25 years after last action
15455	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1964 -)	Destroy 25 years after last action
15456	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes scanned images. (Date range: 1964 -)	Destroy 25 years after last action
14923	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 25 years after last action

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14924	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 25 years after last action
14925	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1964 -)	Destroy 25 years after last action
14926	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1964 -)	Destroy 25 years after last action
14927	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes scanned images. (Date range: 1964 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14928	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes scanned images. (Date range: 1964 -)	Destroy 25 years after last action
14929	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action
14930	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 25 years after last action

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
14932	<p>Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action
14933	<p>Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14935	<p>Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes scanned images. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action
14937	<p>Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes forms completed either giving or withdrawing consent to perform a forensic procedure, Police Officers Orders, Magistrates Orders and withdrawals of consent. (Date range: 1964 -)</p> <p><i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i></p>	Destroy 15 years after last action

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14939 [‡]	Exhibit register relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes details of transactions of any exhibit's movements. (Date range: 1961 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14940 [‡]	Exhibit register relating to investigations where it is found that no offence was committed. Includes details of transactions of any exhibit's movements. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1961 -)	Destroy 10 years after last action
14941	Exhibit register relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes details of transactions of any exhibit's movements. (Date range: 1964 -)	Destroy 10 years after last action
14942	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1964 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14943	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1964 -)	Destroy 10 years after last action
14944	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1964 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14945	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes scanned images. (Date range: 1964 -)	Destroy 10 years after last action
14946	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations where it is found that no offence was committed. Includes scanned images. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1964 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14947	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes scanned images. (Date range: 1964 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14948	Records of consent to undergo a forensic procedure relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 10 years after last action
14949	Records of consent to undergo a forensic procedure relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
14950	Records of consent to undergo a forensic procedure relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14951 [†]	Exhibit register relating to investigations into missing persons, where the person is found alive. Includes details of transactions of any exhibit's movements. (Date range: 1961 -)	Destroy 2 years after the case is solved
14952	Master recordings of information given and the suspect's responses before a forensic procedure relating to investigations into missing persons, where the person is found alive. (Date range: 1964 -)	Destroy 2 years after the case is solved
14953	Master sets of photographic negatives of crime scenes, photographs and digital images relating to investigations into missing persons, where the person is found alive. Includes scanned images. (Date range: 1964 -)	Destroy 2 years after the case is solved

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Forensic Collection - Continued

The activity of collecting, collating or receiving evidence in relation to a possible crime that provides evidence for, or is an exhibit that supports a prosecution. Includes: the collection of evidence by intimate and non-intimate procedures; samples taken for analysis such as fingerprints, handprints, and biological samples; electronic recordings; and photographs taken to support the evidence.

For the forensic analysis of evidence, use FEDERAL INVESTIGATIONS - Forensic Analysis.

For samples of identification material not taken for forensic analysis, use FEDERAL INVESTIGATIONS - Identification Material.

Entry	Description of Records	Disposal Action
14954	Records of consent to undergo a forensic procedure relating to investigations into missing persons, where the person is found alive. Includes forms completed either giving or withdrawing consent to perform a forensic procedure. Includes police officers orders, magistrates orders and withdrawals of consent. (Date range: 1964 -)	Destroy 2 years after the case is solved
14955 [†]	Copies of recordings of information given and the suspect's responses before a forensic procedure. (Date range: 1961 -)	Destroy when reference ceases

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
15281 [†]	Records documenting liaison with government agencies and other police forces and law enforcement agencies in relation to investigations into 'political offences', including named operations. (Date range: 1917 -)	Retain as national archives

[For the meaning of 'investigations into 'political offences', see Explanatory Note for FEDERAL INVESTIGATIONS.]

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Government Liaison - Continued

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14956 [‡]	Records documenting all other liaison with government agencies and other police forces and law enforcement agencies in relation to the function of federal investigations. (Date range: 1917 -)	Destroy 7 years after action completed
14957	Copies of travel movement alerts received from other agencies. (Date range: 1985 -)	Destroy when reference ceases

Identification Material

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings, and photographs.

For samples of identification material taken for forensic analysis, use FEDERAL INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use FEDERAL INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
14958 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons, which remain unresolved. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas; or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material - Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings, and photographs.

For samples of identification material taken for forensic analysis, use FEDERAL INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use FEDERAL INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
14959 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14960 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
14961	Exhibit books. (Date range: 1979 -)	Destroy 80 years after last entry
15457 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material - Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings, and photographs.

For samples of identification material taken for forensic analysis, use FEDERAL INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use FEDERAL INVESTIGATIONS - Forensic Collection.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15458 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action
14962 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 25 years after last action
14963 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material - Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings, and photographs.

For samples of identification material taken for forensic analysis, use FEDERAL INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use FEDERAL INVESTIGATIONS - Forensic Collection.

Entry	Description of Records	Disposal Action
14965 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14966 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action
14967 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Identification Material - Continued

The activity of creating a record of material or items that can be used to identify a person. Includes fingerprints, handprints, handwriting samples, electronic recordings, and photographs.

For samples of identification material taken for forensic analysis, use FEDERAL INVESTIGATIONS - Forensic Collection.

For records of consent for forensic procedures, use FEDERAL INVESTIGATIONS - Forensic Collection.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14968 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
14969 [‡]	Registers of items used to take identification material, such as buccal swab kits. (Date range: 1917 -)	Destroy 7 years after last entry
14970 [‡]	Records of consent and withdrawal of consent for identification material to be taken, and arrangements for identification material to be taken, in relation to investigations into missing persons, where the person is found alive. (Date range: 1917 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing

The activity of questioning people including suspects to find facts in relation to an alleged offence.

Entry	Description of Records	Disposal Action
15282	Master copies of recordings and written transcripts of interviews relating to investigations into 'political offences' including named operations. (Date range: 1979 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15283	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons who are public officials. (Date range: 1979 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
14971	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons which remain unresolved. (Date range: 1979 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
14972	Written transcripts of interviews relating to investigations, including named operations, where there has been a successful prosecution. (Date range: 1979 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14973	Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1979 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing - Continued

The activity of questioning people including suspects to find facts in relation to an alleged offence.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15459	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1979 -)	Destroy 80 years after the date of birth of any alleged offender
15460	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1979 -)	Destroy 25 years after last action
14974	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1979 -)	Destroy 25 years after last action
14975	Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1979 -)	Destroy 25 years after last action
14976	Master copies of recordings and written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1979 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Interviewing - Continued

The activity of questioning people including suspects to find facts in relation to an alleged offence.

Entry	Description of Records	Disposal Action
14977	Written transcripts of interviews relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1979 -)	Destroy 10 years after last action
14978	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1979 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14979	Master copies of recordings and written transcripts of interviews relating to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1979 -)	Destroy 10 years after last action
15657 [‡]	Master copies of audio and visual recordings relating to any investigation that has been resolved or where the offender or alleged offender is deceased. (Date range: 1979 -)	Destroy 10 years after last action
14980	Master copies of recordings and written transcripts of interviews relating to investigations into missing persons, where the person is found alive. (Date range: 1979 -)	Destroy 2 years after the case is solved
14981	Copies of recordings and written transcripts of interviews. (Date range: 1979 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

Entry	Description of Records	Disposal Action
15284 [‡]	<p>Records documenting investigations into 'political offences', including named operations, whether or not an offence is found to have been committed, whether or not an outcome has been reached. Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings • transcripts • statements of facts • correspondence with various organisations • case notes • information on victim(s) • suspect(s) or offender(s) • crime scene details • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • copy of brief of evidence. <p>(Date range: 1917 -)</p> <p><i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i></p>	Retain as national archives
15285 [‡]	<p>Records documenting investigations into missing persons who are public officials. Includes operational security assessments, audio and visual recordings, transcripts, statements of facts, correspondence with various organisations, case notes, information on victim(s), suspect(s) or offender(s).</p> <p>(Date range: 1917 -)</p> <p><i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i></p>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14983 [‡]	Records documenting investigations into missing persons, which remain unresolved. Includes operational security assessments, audio and visual recordings and the transcripts thereof, statements of facts, correspondence with various organisations, case notes, information on victim, suspect/s and/or offender/s. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15461 [‡]	Records documenting investigations where there has been a successful prosecution. Includes operational security assessments, transcripts of audio and visual recordings, statements of facts, correspondence with various organisations, case notes, information on victim(s), suspect(s) or offender(s), crime scene details, copies of warrants and affidavits, details of searches and property seized (including electronic evidence), evidence listings, copy of brief of evidence, and information on victim, suspect(s) or offender(s). (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14985 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes:</p> <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim, suspect/s and/or offender/s, and a copy of the brief of evidence. <p>(Date range: 1917 -)</p>	<p>Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier</p>
14986 [‡]	<p>Records documenting investigations, including named operations, for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational security assessments and transcripts of audio and visual recordings.</p> <p>(Date range: 1917 -)</p>	<p>Destroy 80 years after date of birth of any alleged offender</p>

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14987 [‡]	Records documenting investigations, including named operations, for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational security assessments and transcripts of audio and visual recordings. (Date range: 1917 -)	Destroy 25 years after last action
14990 [‡]	Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes: <ul style="list-style-type: none"> • operational security assessments • transcripts of audio and visual recordings • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim • suspect/s and/or offender/s • a copy of the brief of evidence. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14991 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes:</p> <ul style="list-style-type: none">• operational security assessments• audio and visual recordings and the transcripts thereof• statements of facts• correspondence with various organisations• crime scene details• case notes• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• information on victim• suspect/s and/or offender/s• a copy of the brief of evidence. <p>(Date range: 1917 -)</p>	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14993 [‡]	<p>Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes:</p> <ul style="list-style-type: none">• operational security assessments• audio and visual recordings and the transcripts thereof• statements of facts• correspondence with various organisations• crime scene details• case notes• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• information on victim, suspect/s and/or offender/s• a copy of the brief of evidence. <p>(Date range: 1917 -)</p>	Destroy 15 years after last action

[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

Entry	Description of Records	Disposal Action
14997 [‡]	Records documenting investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes operational security assessments, audio and visual recordings and the transcripts thereof, statements of facts, correspondence with various organisations, case notes, information on victim, suspect/s and/or offender/s. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
14998 [‡]	Records documenting investigations, including named operations, where it is found that no offence was committed. Includes: <ul style="list-style-type: none"> • operational security assessments • audio and visual recordings and the transcripts thereof • statements of facts • correspondence with various organisations • crime scene details • case notes • copies of warrants and affidavits • details of searches and property seized (including electronic evidence) • evidence listings • information on victim • suspect/s and/or offender/s • a copy of the brief of evidence. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

Entry	Description of Records	Disposal Action
14999 [‡]	Records documenting investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes: <ul style="list-style-type: none">• operational security assessments• transcripts of audio and visual recordings• statements of facts• correspondence with various organisations• crime scene details• case notes• copies of warrants and affidavits• details of searches and property seized (including electronic evidence)• evidence listings• information on victim• suspect/s and/or offender/s• a copy of the brief of evidence. (Date range: 1917 -)	Destroy 10 years after last action
15656 [‡]	Master copies of audio and visual recordings relating to any investigation that has been resolved or where the offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action
15001 [‡]	Records documenting investigations into missing persons, where the person is found alive. Includes operational security assessments, audio and visual recordings and the transcripts thereof, statements of facts, correspondence with various organisations, case notes, information on victim, suspect/s and/or offender/s. (Date range: 1917 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Investigations - Continued

The activity of systematically collecting information to determine the whereabouts of missing people or to resolve crime or suspected crime including through the identification of suspected offenders.

For investigations relating to the Australian Capital Territory, use COMMUNITY INVESTIGATIONS – Investigations.

For complaints or inquiries use LAW ENFORCEMENT PERSONNEL – Internal Investigations.

For investigation records that include the only record of a prosecution outcome use CRIMINAL RECORDS – Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15002	Copies of audio and visual recordings created, and electronic evidence obtained, in relation to an investigation. (Date range: 1979 -) <i>[For copies of audio and visual recordings made in relation to interviews use FEDERAL INVESTIGATIONS - Interviewing.]</i>	Destroy when reference ceases

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15286 [‡]	Records documenting liaison with professional associations, private sector organisations, and community groups in relation to federal investigations into 'political offences', including named operations. Includes collaboration on projects, the exchange of information, and all activities of a member of an association. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Liaison - Continued

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15003 [‡]	Records documenting all other liaison with professional associations, private sector organisation, and community groups in relation to the function of federal investigations. Includes collaboration on projects, the exchange of information, and all activities of a member of an association. (Date range: 1917 -)	Destroy 7 years after action completed

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 organisation 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>
15004 [‡]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the function of federal investigations. Includes meetings with external agencies. (Date range: 1917 -)	Destroy 10 years after action completed
15005 [‡]	Records supporting the conduct and administration of meetings held to discuss matters relating to the function of federal investigations. Including agenda, notice of meeting and draft minutes. (Date range: 1917 -)	Destroy 1 year after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning

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

Entry	Description of Records	Disposal Action
15043 [‡]	Final copies of plans in support of investigations into missing persons, which remain unresolved. Includes operational plans. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15044 [‡]	Final copies of plans in support of investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
15045 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes operational plans. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15462 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational plans. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15463 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes operational plans. (Date range: 1927 -)	Destroy 25 years after last action

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning - Continued

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

Entry	Description of Records	Disposal Action
15046 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes operational plans. (Date range: 1917 -)	Destroy 25 years after last action
15047 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes operational plans. (Date range: 1917 -)	Destroy 25 years after last action
15048 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes operational plans. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15049 [‡]	Final copies of plans in support of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes operational plans. (Date range: 1917 -)	Destroy 10 years after last action
15050 [‡]	Final copies of plans in support of investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes operational plans. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Planning - Continued

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>
15051 [‡]	Final copies of plans in support of investigations where it is found that no offence was committed. Includes operational plans. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
15052 [‡]	Final copies of plans in support of investigations into missing persons, where the person is found alive. Includes operational plans. (Date range: 1917 -)	Destroy 2 years after the case is solved
15053 [‡]	Working papers used in the development of plans to support federal investigations. Includes draft plans, analysis of issues, and comments received. (Date range: 1917 -)	Destroy 1 year after action completed

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15054 [‡]	Records relating to the development and establishment of policies supporting the function of federal investigations. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts, and the final policy document. (Date range: 1961 -)	Retain as national archives
15055 [‡]	Master set of policies relating to the function of federal investigations. (Date range: 1961 -)	Destroy 20 years after policy superseded
15056 [‡]	Reference copies of policies relating to the federal investigations function. (Date range: 1961 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Procedures

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

Entry	Description of Records	Disposal Action
15058 [‡]	Master copy of manuals, circulars, directives etc. of agency procedures supporting the administration of the federal investigations function. Includes records documenting the development and implementation of procedures. (Date range: 1961 -)	Destroy 20 years after procedures superseded
15059 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out federal investigations. (Date range: 1961 -)	Destroy when reference ceases

Property Control

The activity of managing property received by the Police in the conduct or delivery of its activities in the community, or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control and management of vehicles, general property, and lost property. Excludes the management of drugs.

For the seizure, control and management of drugs, use FEDERAL INVESTIGATIONS - Drug Control.

Entry	Description of Records	Disposal Action
15060 [‡]	Records documenting the seizure of property and their deposit into the property registry. Includes property seizure and exhibit sheets (including for electronic evidence), register of property held (with details of item, description, person depositing, movement in and out of registry and date of disposal) and miscellaneous property registers. (Date range: 1917 -)	Destroy 7 years after last action
15061 [‡]	Records documenting inventories of property held. (Date range: 1917 -)	Destroy 5 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

For the receipt and recording of information in relation to a possible offence, use FEDERAL INVESTIGATIONS - Referring or FEDERAL INVESTIGATIONS – Investigations.

Entry	Description of Records	Disposal Action
15062 [‡]	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1927 -)	Destroy 30 years after last entry

Referring

The activity of gathering, receiving, and recording information that assists in or instigates an investigation. Includes information received through the Crimestoppers program.

Entry	Description of Records	Disposal Action
15063 [‡]	Records documenting information received on possible crimes or crime related incidents. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. (Date range: 1917 -) <i>[For records documenting information received on possible crimes or crime related incidents that forms the basis of an investigation, use FEDERAL INVESTIGATIONS - Investigations.]</i>	Destroy 10 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.

Entry	Description of Records	Disposal Action
15064 [‡]	Final copies of formal internal reports and reports made to external agencies relating to the function of Federal investigations. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. Excludes 'use of force' reports and 'inspection of firearm' reports. (Date range: 1917 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reporting - Continued

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.

Entry	Description of Records	Disposal Action
15484 [‡]	'Use of force' reports and 'inspection of firearm' reports. (Date range: 1917 -)	Destroy 10 years after action completed
15065 [‡]	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support federal investigations. Includes cumulative summary reports, work progress reports, and production reports. (Date range: 1917 -)	Destroy 2 years after action completed
15066 [‡]	Records supporting the development of reports. Includes working papers, drafts, and comments received from other areas of the agency. (Date range: 1917 -)	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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
15287 [‡]	Records detailing research carried out in support of federal investigations into 'political offences'. (Date range: 1917 -) [For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]	Retain as national archives
15067 [‡]	Records detailing all other research carried out in support of the function of federal investigations. (Date range: 1917 -)	Destroy 20 years after action completed
15068 [‡]	Records relating to routine research carried out to support operational and administrative tasks in relation to the function of federal investigations. (Date range: 1917 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Research - Continued

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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
15069 [‡]	Working papers relating to research carried out in support of the function of federal investigations. (Date range: 1917 -)	Destroy when reference ceases

Reviewing

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

Entry	Description of Records	Disposal Action
15288 [‡]	Master copies of post operational reviews of investigations into 'political offences', including named operations. (Date range: 1917 -) <i>[For the meaning of "investigations into 'political offences'", see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15289 [‡]	Master copies of post operational reviews of investigations into missing persons who are public officials. (Date range: 1917 -) <i>[For the meaning of "investigations into missing persons who are public officials", see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15070 [‡]	Master copies of post operational reviews of investigations into missing persons, which remain unresolved. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15071 [‡]	Master copies of post operational reviews of investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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>
15072 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15464 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15465 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action
15073 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 25 years after last action
15074 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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

Entry	Description of Records	Disposal Action
15075 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15076 [‡]	Master copies of post operational reviews of investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action
15077 [‡]	Master copies of post operational reviews of investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
15078 [‡]	Master copies of post operational reviews of investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
15079 [‡]	Master copies of post operational reviews of investigations into missing persons, where the person is found alive. (Date range: 1917 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Reviewing - Continued

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>
15080 [‡]	Copies of post operational reviews of federal investigations. (Date range: 1917 -)	Destroy when reference ceases

Rewards

The activity of providing a financial inducement, including the payment of the expenses of informants, in order to seek information or assistance that might help to solve a crime.

For records relating to the management of informants, use INTELLIGENCE - Informant Management.

For the actual payment of rewards, use FINANCIAL MANAGEMENT – Accounting.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15081 [‡]	Records documenting the payment of rewards. Includes approvals to offer or pay a reward, application forms and report for approval. (Date range: 1917 -)	Destroy 25 years after reward paid

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15290	Records documenting risk assessments carried out in relation to investigations into 'political offences', including named operations. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -) [For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15291	Records documenting risk assessments carried out in relation to investigations into missing persons who are public officials. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15082	Records documenting risk assessments carried out in relation to investigations into missing persons, which remain unresolved. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15083	Records documenting risk assessments carried out in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 2000 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
15084	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15466	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 80 years after the date of birth of any alleged offender
15467	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 25 years after last action
15085	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 25 years after last action
15086	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15087	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15088	Risk register. (Date range: 2000 -)	Destroy 10 years after superseded
15089	Risk treatment schedule and action plans. (Date range: 2000 -)	Destroy 10 years after superseded
15090	Records documenting risk assessments carried out in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 10 years after last action
15091	Records documenting risk assessments carried out in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 10 years after last action

† For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Risk Management - Continued

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15092	Records documenting risk assessments carried out in relation to investigations where it is found that no offence was committed. Includes risks identified, assessments of identified risks and decisions on the management of risks. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 2000 -)	Destroy 10 years after last action
15093	Records documenting risk assessments carried out in relation to investigations into missing persons, where the person is found alive. Includes risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Destroy 2 years after the case is solved

Searches

The activity of searching premises, including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15292 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into 'political offences', including named operations. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15293 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons who are public officials. (Date range: 1917 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15094 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons, which remain unresolved. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15095 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
15096 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15468 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15469 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15097 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 25 years after last action
15098 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1917 -)	Destroy 25 years after last action
15099 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15100 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Searches - Continued

The activity of searching premises, including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant, or the owner's approval. Includes inspections of firearms or other weapons found during a search.

Entry	Description of Records	Disposal Action
15101 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
15102 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
15103 [‡]	Records documenting the carrying out of searches of persons, premises or vehicles in relation to investigations into missing persons, where the person is found alive. (Date range: 1917 -)	Destroy 2 years after the case is solved

Surveillance Operations

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use FEDERAL INVESTIGATIONS – Authorisation.

Entry	Description of Records	Disposal Action
15294 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations into 'political offences', including named operations. Includes surveillance reports. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations – Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use FEDERAL INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15104 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, where there has been a successful prosecution. Includes surveillance reports. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
15105 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes surveillance reports. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15470 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes surveillance reports. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15471 [‡]	Records documenting arrangements for and the conduct of surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes surveillance reports. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations – Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use FEDERAL INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15106 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes surveillance reports. (Date range: 1917 -)	Destroy 25 years after last action
15107 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes surveillance reports. (Date range: 1917 -)	Destroy 25 years after last action
15108 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes surveillance reports. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15109 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes surveillance reports. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Surveillance Operations – Continued

The activities associated with covertly observing people, places or objects. Includes the gathering of evidence and other information, liaison with police forces and other third party organisations and agencies, use of deduction and intuition gained from experience, and conclusions drawn and documented. Also includes the preparation of surveillance reports.

For issuing of warrants, use FEDERAL INVESTIGATIONS – Authorisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15110 [‡]	Records documenting arrangements for, and the conduct of, surveillance operations in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action

Suspect Identification

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects, and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15111 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons, which remain unresolved. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15112 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects, and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15113 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
15472 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15473 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. Includes the records of descriptions given by witnesses, the creation of photographic likenesses and the showing of photographs and identification parades. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects, and creating a likeness based on the description.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15114 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 25 years after last action
15115 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 25 years after last action
15116 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Suspect Identification - Continued

The activity of arranging for a witness to identify suspects in relation to an alleged offence. Includes arrangements for identification parades, books of photographs for identification purposes, taking descriptions of alleged offenders or suspects, and creating a likeness based on the description.

Entry	Description of Records	Disposal Action
15117 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 10 years after last action
15118 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -) <i>[For coronial reports of a missing person found deceased, use PROSECUTION AND JUDICIAL SUPPORT - Coronial Investigations.]</i>	Destroy 10 years after last action
15119 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations where it is found that no offence was committed. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
15120 [‡]	Records documenting arrangements for witnesses to identify possible suspects in relation to investigations into missing persons, where the person is found alive. Includes the records of descriptions given by witnesses, the creation of photographic likenesses, the showing of photographs, and identification parades. (Date range: 1917 -)	Destroy 2 years after the case is solved

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development

The activity involved in identifying, obtaining more information about, and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation, or as possible suspects.

Entry	Description of Records	Disposal Action
15295 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into 'political offences', including named operations. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15296 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons who are public officials. (Date range: 1917 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS.]</i>	Retain as national archives
15121 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons, which remain unresolved. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier
15122 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, where there has been a successful prosecution. (Date range: 1917 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
15123 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about, and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation, or as possible suspects.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15474 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 80 years after the date of birth of any alleged offender
15475 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment and either no prosecution outcome appears to be recorded or there appears to be a copy of the outcome on the file. (Date range: 1917 -)	Destroy 25 years after last action
15124 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 25 years after last action
15125 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. (Date range: 1917 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about, and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation, or as possible suspects.

Entry	Description of Records	Disposal Action
15126 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
15127 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. (Date range: 1917 -)	Destroy 10 years after last action
15128 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action
15129 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. (Date range: 1917 -)	Destroy 10 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Target Development - Continued

The activity involved in identifying, obtaining more information about, and making contact with individuals who are able to assist with an investigation either for the collection of information in support of an investigation, or as possible suspects.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15130 [‡]	Records documenting the development and assessment of possible targets and assessment of priorities in relation to investigations into missing persons, where the person is found alive. (Date range: 1917 -)	Destroy 2 years after the case is solved

Technical Operations

The activity of developing and providing technical and communication capabilities to support investigations and/or intelligence collection and analysis. Includes radio communications, and the design and delivery of specialised technological applications and electronic devices.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15133 [‡]	Records documenting arrangements for and the interception of telecommunications by technical intercept. Includes correspondence with telecommunications carriers, copies of evidentiary certificates and arrangements for registers to be sent to the Minister. Also includes arrangements for the deployment of listening devices. (Date range: 1927 -)	Keep as required for the purposes of applicable telecommunications interception and access laws and until other use has ceased; then destroy
15135 [‡]	Registers of technical intercepts and listening devices. Includes General Register, Special Register and Warrants Register (including warrants being implemented on behalf of other agencies). (Date range: 1927 -)	Keep as required for the purposes of applicable telecommunications interception and access laws and until other use has ceased; then destroy

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Technical Operations - Continued

The activity of developing and providing technical and communication capabilities to support investigations and/or intelligence collection and analysis. Includes radio communications, and the design and delivery of specialised technological applications and electronic devices.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15137 [‡]	Recordings of technical intercepts and both master product and copies made and disseminated. Includes records describing access to recordings (session lists) and its dissemination, and product resulting from listening devices. (Date range: 1927 -)	Destroy when no longer required for permitted purposes and after the completion of statutory inspection requirements (where relevant) has been notified to the agency. Note: At the date of issue, a mandatory destruction requirement applies to certain records in this class under the <i>Telecommunications (Interception and Access) Act 1979</i>

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15157 [‡]	Signed contracts under seal created in Western Australia. (Date range: 1927 -)	Destroy 20 years after completion or other termination of contract
15158 [‡]	Signed contracts under seal created in Victoria or South Australia. (Date range: 1927 -)	Destroy 15 years after completion or other termination of contract
15159 [‡]	Signed contracts under seal created in New South Wales, Queensland, the Northern Territory or Australian Capital Territory. (Date range: 1927 -)	Destroy 12 years after completion or other termination of contract

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FEDERAL INVESTIGATIONS

The function of managing and directing resources to identify, counter or otherwise investigate possible or actual breaches of law either reported or becoming known against a person or property either in Australia or overseas, or the whereabouts of missing people. Includes developing potential targets as sources of information or evidence; obtaining warrants and collecting evidence; seizing and managing drugs and property to be used as evidence; the analysis of evidence, including forensic evidence; conducting surveillance and technical operations; conducting enquiries; research and analysis; and liaison with members of the public, government agencies, local and foreign governments.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15160 [‡]	Records relating to the development and issue of tender documentation. Includes statement of requirements; request for proposals; expression of interests, request for tender and the draft contract issued. (Date range: 1993 -)	Destroy 7 years after completion or other termination of contract
15161 [‡]	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1927 -)	Destroy 7 years after tender process completed
15162 [‡]	Records relating to post-offer negotiations and due diligence checks. (Date range: 1927 -)	Destroy 7 years after tender process completed
15163 [‡]	Signed simple contracts. (Date range: 1927 -)	Destroy 7 years after action completed
15164 [‡]	Tender register. (Date range: 1927 -)	Destroy 7 years after last entry
15165 [‡]	Contract register. (Date range: 1927 -)	Destroy 7 years after last entry
15166 [‡]	Records of unsuccessful tenders or tender processes where there is no suitable bidder. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1927 -)	Destroy 3 years after tender process completed or process completed or continue with the tender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Advice

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

Entry	Description of Records	Disposal Action
14673 [‡]	Records relating to the receipt and provision of advice in relation to the function. Includes requests for information from law enforcement agencies. (Date range: 1936 -)	Destroy 1 year after action completed

Amnesties

The activity of reducing the number of firearms and prohibited weapons in the community by purchasing them from their owners (buyback schemes) or running amnesties.

For the management and storage of firearms obtained, use FIREARMS COLLECTION – Acquisition.

For appeals against decisions, use FIREARMS AND WEAPONS CONTROL – Appeals (decisions).

Entry	Description of Records	Disposal Action
14676	Correspondence with other government agencies regarding amnesties. Includes notices to and from Government regarding payment of compensation for loss of asset (eg gun buyback). (Date range: 1991 -)	Destroy 10 years after amnesty/buyback completed
14678 [‡]	Records documenting the receipt of weapons surrendered, including date received, receipts signed by owners, weapon details such as serial numbers, makes, models and similar. Includes notifications to responsible area to authorise disposal of weapon and notification of disposal. (Date range: 1936 -)	Destroy 10 years after amnesty/buyback completed

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry	Description of Records	Disposal Action
14679 [‡]	Records documenting appeals in relation to weapon licensing and permits. Includes records of appeals against the suspension, cancellation or refusal of a licence. (Date range: 1936-)	Destroy 80 years after appellant's date of birth or as soon as the appellant is confirmed deceased, whichever is the earlier.
14681 [‡]	Records documenting an appeal related to gun buybacks. May include dispute over compensation. (Date range: 1936-)	Destroy 2 years after appeal completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Approval

The activity of receiving and assessing a request for permission to undertake an action from an external entity. Includes applications for modification of firearms.

Entry	Description of Records	Disposal Action
14683 [‡]	Records documenting the application for approval for modifying a firearm. (Date range: 1936 -)	Destroy 75 years after the date of birth of the applicant or 7 years after last action, whichever is the later
14686 [‡]	Records documenting the application for approval for recognition as a gun club or similar. Includes records of inspections of premises. (Date range: 1936 -)	Destroy 2 years after final registration

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14687 [‡]	Orders to present weapon at a police station for inspection. (Date range: 1936 -)	Destroy 80 years after date of birth or person confirmed deceased
14689 [‡]	Records documenting permission from owners to inspect weapon storage provisions. Includes audits of inspections sheet. (Date range: 1936 -)	Destroy 80 years after date of birth or person confirmed deceased
14690 [‡]	Applications for warrants for search and seizure. (Date range: 1936 -)	Destroy 10 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Disposal

The process of disposing of property no longer required by the organisation by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For weapons that are retained for reference purposes, use FIREARMS COLLECTION – Firearm Acquisition.

Entry	Description of Records	Disposal Action
14694 [‡]	Records documenting applications made by licensed dealers to dispose of firearms, ammunition and prohibited weapons. (Date range: 1936 -)	Destroy 5 years after dealer ceases operations
14696 [‡]	Records documenting application to dispose of firearms, ammunition and prohibited weapons held in police custody. (Date range: 1936 -)	Destroy 5 years after action completed

Firearms Registration

The activity of registering firearms. Includes registration, cancellation and the issue of certificates of safety.

Entry	Description of Records	Disposal Action
14698 [‡]	Firearms register. (Date range: 1936 -)	Destroy 80 years after last entry
14699 [‡]	Records documenting applications for firearm registration. Includes details of applicant, results of criminal history checks, notice of decision and certificates of safety, and registration cancellation. (Date range: 1936 -)	Destroy 80 years after date of birth or person confirmed deceased

Policy

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

Entry	Description of Records	Disposal Action
14702 [‡]	Records relating to the development and establishment of policies supporting the function of firearms and weapons control. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1936 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Policy - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14707 [‡]	Master set of policies supporting the function of firearms and weapons control. (Date range: 1936 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later
14709 [‡]	Working papers relating to the development and establishment of policies supporting the function of firearms and weapons control. (Date range: 1936 -)	Destroy when reference ceases

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14711	Master copy of manuals, circulars, directives etc of agency procedures supporting the administration of firearms and weapons control. (Date range: 1991 -)	Destroy 2 years after the procedures are superseded
14712	Records documenting the development and implementation of agency procedures supporting firearms and weapons control. (Date range: 1991 -)	Destroy when new Standard Operating Procedures are approved

Property Control

The activity involved with managing property received by the Police in the conduct or delivery of its activities in the community or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control and management of vehicles, general property, and lost property. Excludes the management of drugs.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14715 [‡]	Exhibits register. (Date range: 1936 -)	Destroy entry after 12 years after last entry
14717 [‡]	Records documenting the forfeiture of, seizure by or surrender to police of firearms and weapons held or owned by a person who is required to hand over those firearms or weapons as a result of a domestic violence order. (Date range: 1936 -)	Destroy 12 years after order served

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Property Control - Continued

The activity involved with managing property received by the Police in the conduct or delivery of its activities in the community or seized as the result of a warrant, for the purpose of investigating or prosecuting an offence. Includes the receipt, control and management of vehicles, general property, and lost property. Excludes the management of drugs.

Entry	Description of Records	Disposal Action
14719 [‡]	Records documenting the forfeiture of, seizure by or surrender to police of firearms and weapons from individuals who have not adhered to the terms and conditions of their licence or registration. (Date range: 1936 -)	Destroy 3 years after action completed
14720 [‡]	Records documenting the forfeiture of, seizure by or surrender to police of firearms and weapons by a person who is not the subject of a domestic violence order. (Date range: 1936 -)	Destroy 2 years after action completed

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.

Entry	Description of Records	Disposal Action
14748 [‡]	Records documenting public reaction and agency responses. Includes anonymous letters, letters of complaint and letters of congratulation or appreciation. (Date range: 1936 -)	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.

Entry	Description of Records	Disposal Action
14749 [‡]	Final copies of formal internal reports and reports made to external agencies. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1936 -)	Destroy 5 years after action completed
14750 [‡]	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support the function. Includes cumulative summary reports, work progress and production reports. (Date range: 1936 -)	Destroy 5 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Reporting - Continued

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.

Entry	Description of Records	Disposal Action
14751 [‡]	Records supporting the development of reports. Includes working papers, drafts and comments from other areas of the agency. (Date range: 1936 -)	Destroy when reference ceases

Searches

The activity of searching premises including vehicles, places and persons and seizing property, including items seized, surrendered and forfeited, by authority of an order, warrant or the owner's approval. Includes inspections of firearms or other weapons found during a search.

Entry	Description of Records	Disposal Action
14752 [‡]	Records documenting the process of and outcome of searches on persons or premises. May include written permission or consent and use of force reports. (Date range: 1936 -)	Destroy 80 years after date of birth or person confirmed deceased

Weapon Guidelines

The activity of determining guidelines for the security of premises for the safe custody of firearms and prohibited weapons and for rendering firearms inoperable.

Entry	Description of Records	Disposal Action
14754 [‡]	Records documenting the creation of guidelines for issue with licenses, permits and registration. (Date range: 1936 -)	Destroy when superseded

Weapon Licensing

The activity of conferring licenses and permits to authorise the ownership of firearms and other weapons according to certain constraints, conditions and restrictions. Includes the issue of temporary licenses, composite entity licences, minor's firearm permits and copies of licences.

Entry	Description of Records	Disposal Action
14756 [‡]	Records documenting applications for a firearm or weapon permit or licence for individuals. Includes details of applicant, results of criminal history check and notice of decision including license or permit cancellation. Includes copies of licences. (Date range: 1936 -)	Destroy 80 years after date of birth or person confirmed deceased

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS AND WEAPONS CONTROL

The function of managing firearm and prohibited weapon compliance, licensing and registration processes. Includes amnesties for prohibited firearms.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

Weapon Licensing - Continued

The activity of conferring licenses and permits to authorise the ownership of firearms and other weapons according to certain constraints, conditions and restrictions. Includes the issue of temporary licenses, composite entity licences, minor's firearm permits and copies of licences.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14764 [‡]	Records documenting applications for a firearm or weapon permit for theatrical productions or replica firearms. Includes details of applicant, results of criminal history check and notice of decision including licence or permit cancellation. Includes copies of licences. (Date range: 1936 -)	Destroy 2 years after expiry of permit
14765 [‡]	Records documenting applications for prohibited weapons permits for security companies. Includes details of applicant, results of criminal history check and notice of decision including licence or permit cancellation. Includes copies of licences. (Date range: 1936 -) <i>[For records about employees of security companies who are provided with firearms, use FIREARMS AND WEAPONS CONTROL – Weapon Licensing – records documenting applications for a firearm or weapon permit or licence for individuals]</i>	Destroy 2 years after expiry of permit

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

FIREARMS COLLECTION

The function of receiving, registering, storing and maintaining firearms that are not registered or managed as organisational assets. Includes liaison with other government agencies, and the short-term lending of firearms in the collection for use as training aids or for other purposes. Also includes the destruction of firearms that have been received by the organisation and are not included in the reference collection.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

For the initial receipt by the organisation of firearms collected as a result of amnesties, buy-back schemes etc., use FIREARMS AND WEAPON CONTROL - Amnesties, or Property Control.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
14654	Final internal and external audit reports relating to the firearms collection function. (Date range: 1970-)	Destroy 5 years after action completed
14655	Records documenting the planning and conduct of internal and external audits relating to the firearms collection function. Includes liaison with the auditing body, minutes of meetings, notes taken at opening and exit interviews, draft report and comments. (Date range: 1970 -)	Destroy 2 years after action completed

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.

Entry	Description of Records	Disposal Action
14656	Master control records detailing firearms stored in the collection library. Includes electronic database records and paper records both preceding the introduction of the electronic system and created since. (Date range: 1970-)	Destroy 15 years after the last firearm recorded in the database has been destroyed

FIREARMS COLLECTION

The function of receiving, registering, storing and maintaining firearms that are not registered or managed as organisational assets. Includes liaison with other government agencies, and the short-term lending of firearms in the collection for use as training aids or for other purposes. Also includes the destruction of firearms that have been received by the organisation and are not included in the reference collection.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

For the initial receipt by the organisation of firearms collected as a result of amnesties, buy-back schemes etc., use FIREARMS AND WEAPON CONTROL - Amnesties, or Property Control.

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Entry	Description of Records	Disposal Action
14657	Records documenting the disposal of firearms. (Date range: 1970 -)	Destroy 15 years after firearm disposal

Firearm Acquisition

The process of gaining ownership of firearms that are not recorded as organisational assets. Includes ownership as the result of donations.

Entry	Description of Records	Disposal Action
14658	Records documenting the receipt and registration of firearms that are not organisational assets. (Date range: 1970 -)	Destroy 15 years after the last firearm recorded has been destroyed

Firearm Loans

The activity associated with the lending of firearms that are not recorded as organisational assets to other law enforcement agencies.

Entry	Description of Records	Disposal Action
14659	Receipt/issue vouchers detailing the loan of firearms. (Date range: 1970 -)	Destroy 15 years after action completed

FIREARMS COLLECTION

The function of receiving, registering, storing and maintaining firearms that are not registered or managed as organisational assets. Includes liaison with other government agencies, and the short-term lending of firearms in the collection for use as training aids or for other purposes. Also includes the destruction of firearms that have been received by the organisation and are not included in the reference collection.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

For the initial receipt by the organisation of firearms collected as a result of amnesties, buy-back schemes etc., use FIREARMS AND WEAPON CONTROL - Amnesties, or Property Control.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14660	Records documenting liaison activities with other government organisations. (Date range: 1970 -)	Destroy 15 years after last action

Policy

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

Entry	Description of Records	Disposal Action
14661	Records relating to the development and establishment of policies supporting firearms collection function. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1970 -)	Retain as national archives
14662	Master set of policies supporting the function of firearms collection. (Date range: 1970 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later
14663	Working papers relating to the development and establishment of policies supporting the function of firearms collection. (Date range: 1970 -)	Destroy when reference ceases

FIREARMS COLLECTION

The function of receiving, registering, storing and maintaining firearms that are not registered or managed as organisational assets. Includes liaison with other government agencies, and the short-term lending of firearms in the collection for use as training aids or for other purposes. Also includes the destruction of firearms that have been received by the organisation and are not included in the reference collection.

For firearms that are recorded as assets, use EQUIPMENT AND STORES.

For the initial receipt by the organisation of firearms collected as a result of amnesties, buy-back schemes etc., use FIREARMS AND WEAPON CONTROL - Amnesties, or Property Control.

Procedures

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

For the management of assets owned by the organisation, use EQUIPMENT AND STORES.

Entry	Description of Records	Disposal Action
14664	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the firearms collection function. (Date range: 1970 -)	Destroy when procedures are superseded
14665	Records documenting the development of agency procedures supporting the firearms collection function. (Date range: 1970 -)	Destroy 1 year after production of procedures
14666	Copies of manuals, handbooks, directives etc. (Date range: 1970 -)	Destroy when reference ceases

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.

Entry	Description of Records	Disposal Action
14667	Final copies of formal internal reports and reports made to external agencies. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis. (Date range: 1970 -)	Destroy 5 years after last action
14668	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support the function. Includes cumulative summary reports, work progress and production reports. (Date range: 1970 -)	Destroy 5 years after last action
14669	Records supporting the development of reports. Includes working papers, drafts and comments from other areas of the agency. (Date range: 1970 -)	Destroy when reference ceases

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Advice

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

Entry	Description of Records	Disposal Action
14587 [‡]	Records relating to the receipt or provision of advice in relation to the intelligence function. (Date range: 1917 -)	Destroy 15 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
14588 [‡]	Agreements or memorandums of understanding made with State and Territory and overseas law enforcement agencies or security and intelligence agencies, in relation to the intelligence function. (Date range: 1917 -)	Retain as national archives

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
14589 [‡]	Records of internal and external committees formed to consider matters relating to the intelligence function. Includes: <ul style="list-style-type: none">• documents establishing the committee• final copies of minutes• reports and recommendations and supporting documents such as the agenda• briefing and discussion papers. (Date range: 1973 -)	Retain as national archives
14590 [‡]	Working papers relating to the general administration of committees which consider matters relating to the intelligence function. (Date range: 1973 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry	Description of Records	Disposal Action
14591	Records documenting evaluations of intelligence programs. Includes assessments used to allocate resources and determine priorities and assessments of handling of matters. (Date range: 1999 -)	Destroy 20 years after last action

Informant Management

The activity associated with administering, registering, and protecting the identity of people who supply or agree to supply, information to the agency in support of investigations. Includes reporting on and evaluation of information provided by informants.

For reporting produced by an informant, use FEDERAL INVESTIGATIONS - Investigations or COMMUNITY POLICING – Investigations.

Entry	Description of Records	Disposal Action
14592 [‡]	Records documenting the registration and management of informants. Includes profiles, assessment of informant and recommendations for handling. (Date range: 1927 -)	Destroy 75 years after informant registration or 7 years after last action, whichever is later

Intelligence Analysis

The activity of examining, studying or interpreting information and intelligence and documenting the findings from that activity.

For reports or assessments produced as a result of intelligence analysis, use INTELLIGENCE - Intelligence Product.

Entry	Description of Records	Disposal Action
14593 [‡]	Records documenting the analysis of information and intelligence received by the agency from any source in support of the intelligence function. (Date range: 1960 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Intelligence Collection

The activity of collecting information and intelligence. Includes intelligence collection operations including those conducted jointly with other organisations.

Entry	Description of Records	Disposal Action
14594 [‡]	Information Reports. (Date range: 1960 -)	Retain as national archives
14595 [‡]	Records documenting the collection of intelligence by the agency in support of the agency's core functions. Includes records documenting intelligence collection priorities received from other government agencies or determined by the agency. (Date range: 1960 -)	Retain as national archives
14596 [‡]	Records documenting the deployment and management of intelligence collection resources. Includes records documenting intelligence collection operations conducted by the agency or jointly with other organisations. (Date range: 1960 -)	Destroy 80 years after last action

Intelligence Distribution

The activities associated with the dissemination of intelligence information within the police and to other relevant government and non-government organisations, in Australia and overseas.

Entry	Description of Records	Disposal Action
14597 [‡]	Records documenting the preparation and distribution of formal intelligence product. (Date range: 1960 -)	Destroy 80 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Intelligence Liaison

The activities associated with maintaining regular contact between the organisation and intelligence, security and law enforcement agencies. Includes the sharing of advice and discussions and regular communication and contact, including on intelligence issues of strategic importance.

For non-intelligence related liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For non-intelligence related liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14598 [‡]	Records documenting cooperation and liaison between the agency and other agencies in relation to the intelligence function. (Date range: 1961 -)	Retain as national archives
14599 [‡]	Working papers generated in relation to cooperation and liaison arrangements in support of the intelligence function. (Date range: 1961 -)	Destroy 15 years after last action

Intelligence Planning

The process of formulating ways in which intelligence priorities and requirements can be met. Includes the identification, targeting and development of sources of information and intelligence.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14600 [‡]	Records documenting the development of plans relating to the intelligence function. Includes strategic and tactical plans and the development of intelligence targets. (Date range: 1961 -)	Retain as national archives

Intelligence Policy

The activities associated with developing and establishing decisions, directions and precedents for intelligence activities in the organisation, which act as a reference for future decision making and the basis on which the organisations intelligence activities are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14601 [‡]	Final versions of policies in support of the intelligence function. Includes major drafts. (Date range: 1961 -)	Retain as national archives
14602 [‡]	Working papers and background material generated in the development of policies in support of the intelligence function. (Date range: 1961 -)	Destroy 1 year after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Intelligence Product

The activity of creating an official document that is based on, includes, has references to or draws upon intelligence and related information. Includes briefing notes, situation reports, and assessments.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14603 [‡]	Formal intelligence reports and product generated by the agency and predecessor agencies in relation to the intelligence function. (Date range: 1961 -)	Retain as national archives
14604 [‡]	Formal intelligence reports or product received from foreign governments. (Date range: 1961 -)	Destroy when reference ceases
14605 [‡]	Formal intelligence reports or product received from other Australian agencies. (Date range: 1961 -)	Destroy when reference ceases
14606 [‡]	Copies of intelligence reports or product generated by the agency and predecessor agencies in relation to the intelligence function. (Date range: 1961 -)	Destroy when reference ceases

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 organisation 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>
14607 [‡]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the intelligence function. Includes agenda, notice of meeting and draft minutes. Includes meetings with external agencies. (Date range: 1917 -)	Retain as national archives
14608 [‡]	Working papers relating to the conduct and administration of meetings held to discuss matters relating to intelligence. (Date range: 1917 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Procedures

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

Entry	Description of Records	Disposal Action
14609 [‡]	Master copy of manuals, circulars, directives etc of agency procedures in relation to the intelligence function. (Date range: 1961 -)	Destroy 15 years after procedures superseded
14610 [‡]	Records documenting the development and implementation of agency procedures in relation to the intelligence function. (Date range: 1961 -)	Destroy 15 years after procedures superseded
14611 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out intelligence activities. (Date range: 1961 -)	Destroy when reference ceases

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

For the receipt and recording of information in relation to a possible offence, use FEDERAL INVESTIGATIONS - Referring, FEDERAL INVESTIGATIONS - Investigations, COMMUNITY INVESTIGATIONS - Referring or COMMUNITY INVESTIGATIONS - Investigations.

Entry	Description of Records	Disposal Action
14612 [‡]	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1927 -)	Destroy 30 years after last entry

Reviewing

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

Entry	Description of Records	Disposal Action
14613	Master copies of post operational reviews of intelligence activities. (Date range: 2002 -)	Retain as national archives
14614	Working papers and copies of post operational reviews of intelligence activities. (Date range: 2002 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTELLIGENCE

The function of collecting, interpreting, analysing and distributing intelligence information. Includes the identification and prioritisation of intelligence targets and the design and implementation of appropriate operational means to collect intelligence. Also includes the development of policies and procedures relating to intelligence programs; the monitoring, evaluation and reviewing of these programs; meeting with other government and non-government organisations, in Australia and overseas; and establishing agreements concerning intelligence activities.

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks and the implementation of appropriate practice and procedures to treat the risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14615	Records documenting the outcome of risk assessments for intelligence related activities, including risks identified, assessments of identified risks and decisions on the management of risks. (Date range: 2000 -)	Retain as national archives

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14616 [‡]	Records documenting visits to other police, security, intelligence or other law enforcement organisations in relation to the intelligence function. (Date range: 1974 -)	Destroy 1 year after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Advice

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

Entry	Description of Records	Disposal Action
14332	Records relating to the receipt and provision of advice in relation to the international deployments function. (Date range: 1964 -)	Destroy 50 years after last action

Agreements

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

Entry	Description of Records	Disposal Action
14431	Agreements or memorandums of understanding made in relation to United Nation peacekeeping operations and other international operations or deployments. Includes requests for assistance, negotiations and the final agreement or memorandum of understanding. (Date range: 1964 -)	Retain as national archives

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.

Entry	Description of Records	Disposal Action
14432	Records documenting arrangements for the deployment of agency staff to overseas countries in support of the international deployments function. (Date range: 1964 -)	Destroy 2 years after action completed

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Conferences

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

For the publication of conference proceedings, use PUBLICATION.

Entry	Description of Records	Disposal Action
14433	Records documenting attendance by staff at conferences arranged by other organisations. Includes complete registration forms, programs and conference promotion material. (Date range: 2000 -)	Destroy 3 years after action completed
14434	Reference copies of papers and published proceedings from conferences attended by agency personnel in relation to the international deployment function. (Date range: 2000 -)	Destroy when reference ceases

Deployments

The activities associated with sending agency personnel to a specific location to carry out official duties. Includes recruitment and selection of members for peace service, briefings and debriefings. Excludes postings to Australian diplomatic missions and short-term secondments or exchanges with other police forces.

For postings to Australian diplomatic missions, use LAW ENFORCEMENT PERSONNEL - Arrangements.

For short-term secondments or exchanges with other police forces, use INTERNATIONAL POLICING - Law Enforcement Exchanges.

Entry	Description of Records	Disposal Action
14435	Detailed listings of agency staff who have served in peace operations or been deployed overseas, including place, dates, contingent number and awards granted. (Date range: 1964 -)	Retain as national archives
14436	Records documenting the successful recruitment and selection of agency staff for deployment overseas. Includes testing for suitability, security clearances, background checks and debriefing of individual staff on return. (Date range: 1964 -)	Destroy 75 years after members date of birth or 7 years after retirement, whichever is later
14437	Records of unsuccessful applications made by agency staff for deployment overseas. (Date range: 1964 -)	Destroy 5 years after last action

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Deployments - Continued

The activities associated with sending agency personnel to a specific location to carry out official duties. Includes recruitment and selection of members for peace service, briefings and debriefings. Excludes postings to Australian diplomatic missions and short-term secondments or exchanges with other police forces.

For postings to Australian diplomatic missions, use LAW ENFORCEMENT PERSONNEL - Arrangements.

For short-term secondments or exchanges with other police forces, use INTERNATIONAL POLICING - Law Enforcement Exchanges.

Entry	Description of Records	Disposal Action
14438	Records documenting formal grievances lodged by agency staff in relation to applications for deployment overseas and considered either internally within the agency and/or by an external body. Includes notes of meetings, reports and recommendations. (Date range: 1964 -)	Destroy 5 years after action completed
14439	Records documenting briefings provided to agency staff prior to departure on international deployments. (Date range: 1964 -)	Destroy 2 years after last action

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14440	Records documenting liaison with Australian and international government agencies, including law enforcement agencies, on matters of significance eg Cyprus, East Timor, Somalia, Bougainville etc in relation to the function of international deployments. Includes collaboration on projects and the exchange of information. (Date range: 1964 -)	Retain as national archives

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Government Liaison - Continued

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14441	Records documenting liaison with Australian and international government agencies, including law enforcement agencies, on routine matters in relation to the function of international deployments. Includes collaboration on projects and the exchange of information. (Date range: 1964 -)	Destroy 1 year after end of deployment

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14442	Records documenting liaison with contingents and their commanders involved in international deployments. Includes the exchange of information and requests for assistance. (Date range: 1964 -)	Destroy 1 year after end of deployment

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
14443	Final copies of minutes and supporting documents tabled at internal or external meetings held to discuss matters relating to the international deployments function. (Date range: 1964 -)	Retain as national archives
14444	Records documenting low level meetings held to discuss matters relating to the international deployments function. Includes local area meetings to share information. (Date range: 1964 -)	Destroy 2 years after action completed
14445	Records supporting the conduct and administration of meetings held to discuss matters relating to the international deployments function. Includes agenda, notice of meeting and draft minutes. (Date range: 1964 -)	Destroy 2 years after action completed

Planning

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

Entry	Description of Records	Disposal Action
14446	Final copy of plans in support of the international deployments function. Includes copies of plans supplied by other agencies. (Date range: 1964 -)	Retain as national archives
14447	Working papers used to develop plans in support of the international deployments function. Includes draft plans, analysis of issues and comments received. (Date range: 1964 -)	Destroy when reference ceases

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Policy

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

Entry	Description of Records	Disposal Action
14450	Records relating to the development and establishment of policies supporting the function of international deployments. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and the final policy document. (Date range: 1964 -)	Retain as national archives
14448	Master set of policies relating to the function of international deployments. (Date range: 1964 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is the later
14451	Working papers relating to the development and establishment of policies in support of the function of international deployments. (Date range: 1964 -)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
14452	Master copy of manuals, circulars, directives etc of agency procedures supporting the function of international deployments. Includes records documenting the development and implementation of agency procedures. (Date range: 1964 -)	Destroy 5 years after procedures superseded
14454	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out international deployments. (Date range: 1964 -)	Destroy when reference ceases

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

Entry	Description of Records	Disposal Action
14455	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1964 -)	Destroy 30 years after last entry

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.

Entry	Description of Records	Disposal Action
14456	Final versions of reports relating to international deployments. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis such as monthly reports and mission assessments. (Date range: 1964 -)	Retain as national archives
14458	Periodic reports on all general administrative matters used to monitor and document recurring activities to support the function of international deployments. Includes cumulative summary reports, work progress reports and production reports. (Date range: 1964 -)	Destroy 5 years after action completed
14459	Records supporting the development of reports in relation to the function of international deployments. Includes working papers, drafts and comments from other areas of the agency. (Date range: 1964 -)	Destroy when reference ceases

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Reviewing

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

Entry	Description of Records	Disposal Action
14460	Records documenting reviews of international deployments and recommendations for improvement or change. Includes the final report and any action plan produced. (Date range: 1964 -)	Retain as national archives
14461	Working papers generated in the course of conducting a review of international deployments. (Date range: 1964 -)	Destroy when reference ceases

Risk Management

The process involving the identification of risks, the likelihood and consequences of those risks, and the implementation of appropriate practice and procedures to treat the risks.

Entry	Description of Records	Disposal Action
14462	Records documenting the outcome of strategic risk assessments carried out in relation to the function of international deployments. Includes the identification of risks, the assessment of identified risks and decisions on the management of risks. (Date range: 1964 -)	Retain as national archives
14463	Records documenting all other risk assessments in relation to the function of international deployments. Includes the identification of risks, the assessment of identified risks and decisions on the management of risks. (Date range: 1964 -)	Destroy 1 year after next risk assessment

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of Records	Disposal Action
14464	Records documenting visits by senior officials, including the Minister, to locations where the agency has deployed staff. (Date range: 1964 -)	Destroy 10 years after action completed

INTERNATIONAL DEPLOYMENTS

The function of providing general policing assistance or support to United Nations' peace operations, or other overseas operations as directed by Government. Includes the establishment of agreements for peace operations, deployments, liaison with Australian Government agencies and the United Nations, and visits to and from areas where peace operations are carried out.

For the deployment of agency staff to Australian diplomatic missions overseas, use INTERNATIONAL POLICING.

Visits - Continued

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14465	Records documenting visits by agency staff to locations where the agency has deployed staff. (Date range: 1964 -)	Destroy 5 years after action completed

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Advice

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

Entry	Description of Records	Disposal Action
14466 [‡]	Records relating to the receipt and provision of advice in relation to the international policing function, including law enforcement cooperation. (Date range: 1927 -)	Destroy 5 years after last action
14467 [‡]	Notices and alerts received from overseas organisations and law enforcement agencies. (Date range: 1927 -)	Destroy when reference ceases

Agreements

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

Entry	Description of Records	Disposal Action
14468 [‡]	Agreements and memorandums of understanding for the exchange of personnel with international agencies. Includes requests for assistance, negotiations and the final agreement or memorandum of understanding. (Date range: 1927 -)	Retain as national archives
14469 [‡]	Agreements in place to assist in the administration of international policing duties. Includes negotiations, contracts to provide language training and the final agreement. (Date range: 1927 -)	Destroy 7 years after completion or other termination of the agreement

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
14470 [‡]	Records of internal committees formed to consider specific matters relating to the management of international policing, eg the Law Enforcement Cooperation Program Board of Management. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports, recommendations and supporting documents such as briefing, discussion papers and submissions for approval. (Date range: 1927 -)	Retain as national archives

Conferences

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

For the publication of conference proceedings, use PUBLICATION.

Entry	Description of Records	Disposal Action
14472 [‡]	Conference proceedings and official reports created for international policing conferences arranged by the agency. Includes copies of speeches. (Date range: 1927 -)	Retain as national archives
14525 [‡]	Final version of speeches as delivered and official reports by agency personnel for conferences arranged by other organisations. (Date range: 1927 -)	Retain as national archives
14471 [‡]	Records documenting arrangements made for conferences, seminars and forums held or convened by the agency on the function of international policing. Includes program development, arranging speakers, promotion, managing registrations and venue bookings. (Date range: 1927 -)	Destroy 2 years after action completed
14526 [‡]	Conference proceedings and official reports received at conferences arranged by other organisations. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Enquiries

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

Entry	Description of Records	Disposal Action
14473	Records documenting routine administrative enquiries from agency staff members posted to Australian diplomatic missions overseas. Includes requests for information and approvals for expenditure. (Date range: 1976 -)	Destroy 2 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Entry	Description of Records	Disposal Action
14474 [‡]	Records documenting evaluations of international policing programs. (Date range: 1927 -)	Destroy 5 years after last action
14475 [‡]	Working papers supporting evaluations of international policing programs. (Date range: 1927 -)	Destroy when reference ceases

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14476 [‡]	Records documenting liaison activities with government agencies and other law enforcement agencies in relation to the function of international policing. (Date range: 1927 -)	Destroy 2 years after action completed
14477 [‡]	Records documenting liaison with the agency's offices located overseas. (Date range: 1979 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Law Enforcement Cooperation

The activity of providing support and assistance to international law enforcement organisations. Includes the sponsorship, development and delivery of training programs, workshops and conferences and the sponsorship and support for disruptions to transnational offshore crime.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14478	Records documenting the development and delivery of international law enforcement cooperation projects. Includes the organisation, sponsorship and support and mentoring for workshops and conferences; training programs; and activities in support of the disruption of transnational crime offshore. (Date range: 1999 -)	Retain as national archives
14479	Working papers and copies of documents documenting the development and delivery of international law enforcement cooperation projects. (Date range: 1999 -)	Destroy when reference ceases

Law Enforcement Enquiries

The activity associated with the handling of requests for information about transnational criminal activities that impact on the interests of the Commonwealth.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14480	Records obtained in an exchange of information pursuant to the Agreement on Operational and Strategic Cooperation between Australia and the European Police Office [Europol] 2007, as amended from time to time. Includes data exchanged and the records of communications exchanging the data.	Destroy in accordance with the Agreement on Operational and Strategic Cooperation between Australia and the European Police Office 2007, as amended from time to time
14483 [‡]	Records of enquiries from and replies to other law enforcement bodies (other than Europol) regarding international criminal or policing matters. Includes records relating to international extraditions. Includes copies of original documents and photographs. (Date range: 1927 -)	Destroy 10 years after action completed
14481 [‡]	Records of enquiries from and replies to all other law enforcement bodies (other than Europol) regarding attempts to locate family members either overseas or people from other countries missing in Australia. Includes original documents and photographs. (Date range: 1927 -)	Destroy 5 years after the missing person case is closed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Law Enforcement Enquiries - Continued

The activity associated with the handling of requests for information about transnational criminal activities that impact on the interests of the Commonwealth.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14484 [‡]	Records of enquiries from and replies to other law enforcement bodies (other than Europol) regarding international humanitarian matters. Includes records documenting the notification of death and original documents and photographs. (Date range: 1927 -)	Destroy 2 years after action completed or 5 years after a missing person case is closed, whichever is later
14482 [‡]	Working papers relating to enquiries from and replies to other law enforcement bodies (other than Europol) regarding international humanitarian matters. Includes copies of records documenting the notification of death and attempts to locate family members either overseas or people from other countries missing in Australia. Includes copies of original documents and photographs. (Date range: 1927 -)	Destroy when reference ceases

Law Enforcement Exchanges

The activity of deploying police personnel to locations overseas for short-term secondments or the exchange of personnel with other police forces, either to or from Australia. Excludes deployments to Australian diplomatic missions or to other locations overseas for longer term missions, including peace operations.

For deployments to Australian diplomatic missions, use LAW ENFORCEMENT PERSONNEL - Arrangements.

For deployments to other locations overseas for longer term missions, including peace operations, use INTERNATIONAL DEPLOYMENTS - Deployments.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14485 [‡]	Records documenting the posting of agency staff members to Australian diplomatic missions overseas. (Date range: 1927 -)	Destroy 75 years after members date of birth or 7 years after retirement, whichever is later
14486 [‡]	Records documenting arrangements for the exchange of agency staff members to overseas countries. (Date range: 1927 -)	Destroy 5 years after action completed

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

Entry	Description of Records	Disposal Action
14487 [‡]	Records documenting liaison with non-Government international law enforcement organisations in relation to the international policing function. (Date range: 1927 -)	Destroy 2 years after action completed

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
14488 [‡]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the international policing function. Includes meetings with external agencies. (Date range: 1927 -)	Retain as national archives
14489 [‡]	Records supporting the conduct and administration of meetings held to discuss matters relating to the international policing function. Including agenda, notice of meeting and draft minutes. (Date range: 1927 -)	Destroy 3 years after action completed

Planning

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

Entry	Description of Records	Disposal Action
14490 [‡]	Final versions of plans in support of the international policing function. (Date range: 1927 -)	Destroy 7 years after last action
14491 [‡]	Working papers used in developing plans in support of the international policing function. Includes draft plans, analysis of issues and comments received. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Policy

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

Entry	Description of Records	Disposal Action
14493 [‡]	Records documenting the development and establishment of policies supporting the function of international policing. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and the final policy document. (Date range: 1927 -)	Retain as national archives
14492 [‡]	Master set of policies relating to the function of international policing. (Date range: 1927 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later
14494 [‡]	Working papers relating to the development and establishment of policies supporting the function of international policing. (Date range: 1927 -)	Destroy 5 years after action completed

Procedures

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

Entry	Description of Records	Disposal Action
14495 [‡]	Master copy of manuals, circulars, directives etc of agency procedures in support of the administration of international policing. (Date range: 1927 -)	Destroy 5 years after procedure superseded
14496 [‡]	Records documenting the development and implementation of agency procedures in support of the function of international policing. (Date range: 1927 -)	Destroy when reference ceases
14497 [‡]	Copies of manuals, circulars, directives etc detailing agency and government-wide procedures for carrying out international policing. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

Recording

The activity of taking or recording official notes in relation to a matter of interest by police officers in official diaries and notebooks.

Entry	Description of Records	Disposal Action
14498	Records containing official notes taken or recorded in accountable, diaries field books or notebooks. (Date range: 1964 -)	Destroy 30 years after last entry

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.

Entry	Description of Records	Disposal Action
14499 [‡]	Final version of formal reports relating to function of international policing. (Date range: 1927 -)	Retain as national archives
14500 [‡]	Periodic internal reports on criminal and related activities reported by agency staff located in other countries. Includes assessment reports, quarterly reports and information reports. (Date range: 1927 -)	Destroy 30 years after last action
14501 [‡]	Final version of all other reports relating to the function of international policing. (Date range: 1927 -)	Destroy 7 years after last action
14502 [‡]	Working papers supporting the development of all reports. (Date range: 1927 -)	Destroy when reference ceases

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
14503 [‡]	Records documenting the nomination, appointment or resignation of individuals or groups of personnel on working parties, committees and forums as an area representative. (Date range: 1927 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

INTERNATIONAL POLICING

The function of developing and maintaining international alliances with law enforcement and other relevant agencies, including Interpol and Europol. Includes liaison with other police forces, the conduct of police enquiries and policing assistance.

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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
14504 [‡]	Records of research conducted in relation to enquiries received from other law enforcement agencies. (Date range: 1927 -)	Destroy 10 years after action completed
14505 [‡]	Records detailing research carried out in support of the international policing function. Includes country briefs and debriefing notes. (Date range: 1927 -)	Destroy 2 years after action completed

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of Records	Disposal Action
14506 [‡]	Records documenting visits by representatives of law enforcements agencies to the agency's offices in Australia or in other countries or to other law enforcement agencies overseas. Includes reports of visits. (Date range: 1920 -)	Destroy 3 years after action completed

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT PERSONNEL

The function of managing all employees, including volunteer workers, in the organisation employed under the federal police and other legislation. Includes review of actions, overtime, salaries, superannuation and working hours for individuals. It also includes: recognition and awards; the conduct of internal investigations as part of professional standards; drug and alcohol testing; psychological services; and the management of undercover and covert operatives.

Drug and Alcohol Testing

The activity of organising and managing drug and alcohol testing for all agency staff.

For the results of drug and alcohol testing, use PERSONNEL - Employment Conditions.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14507	Records documenting the preparation and management of agency drug and alcohol testing programs, where positive results are obtained. (Date range: 1997 -)	Destroy 2 years after last action
14508	Records documenting the preparation and management of agency drug and alcohol testing programs, where negative results are obtained. (Date range: 1997 -)	Destroy when reference ceases

Employee Protection

The activities or actions taken to protect employees and their families against threats arising from their employment with the agency. Includes the collection of information, the development of a risk assessment and appropriate security measures for the employees and their families.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14509	Records documenting activities or actions taken to protect agency employees and their families against threats arising from their employment with the agency. (Date range: 1993 -)	Destroy 15 years after last action

Internal Investigations

The activities and actions associated with the disciplinary process, including investigations into misconduct, within the agency. Includes investigations, charges, formal inquiries, punishments, and appeals.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14510 [‡]	Records documenting investigations of complaints or allegations, which result in a substantiated finding, and which lead to remedial action being taken. Includes audio and visual recordings, and transcripts. (Date range: 1979 -)	Destroy 75 years after the members date of birth or 7 years after last action, whichever is the later
14511 [‡]	Records documenting the investigation and assessment of suspected corrupt activities within the agency that do not relate to individual employees. (Date range: 1979 -)	Destroy 75 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT PERSONNEL

The function of managing all employees, including volunteer workers, in the organisation employed under the federal police and other legislation. Includes review of actions, overtime, salaries, superannuation and working hours for individuals. It also includes: recognition and awards; the conduct of internal investigations as part of professional standards; drug and alcohol testing; psychological services; and the management of undercover and covert operatives.

Internal Investigations - Continued

The activities and actions associated with the disciplinary process, including investigations into misconduct, within the agency. Includes investigations, charges, formal inquiries, punishments, and appeals.

Entry	Description of Records	Disposal Action
14512	Records documenting the receipt, investigation and assessment of information relating to misconduct or misbehaviour, suspected corrupt activities on the part of individual employees, or complaints or allegations: which result in either an unsubstantiated finding or a finding of 'incapable of determination'; which do not result in remedial action being taken; or where the complaint or allegation is withdrawn. (Date range: 1979 -)	Destroy 15 years after the employee leaves the agency
14513	Records documenting the assessment of an employee's suitability for ongoing employment based on the substantiated finding of an investigation. (Date range: 1979 -)	Destroy 15 years after last action
14514	Property Register. (Date range: 1979 -)	Destroy 5 years after last action
14515	Records documenting conciliations of minor complaints or allegations, by authorised managers. (Date range: 1979 -)	Destroy 5 years after last action

Operative Management

The activities associated with the recruitment, selection, and management of agency personnel who are deployed to work in a covert capacity to support the activity of Aircraft Security. Includes organising relevant security clearances and ongoing tasking of the operative.

For psychological testing, use LAW ENFORCEMENT PERSONNEL - Psychological services.

For training, use LAW ENFORCEMENT TRAINING or STAFF DEVELOPMENT.

For the recruitment of staff to work undercover, use LAW ENFORCEMENT PERSONNEL - Undercover Management.

Entry	Description of Records	Disposal Action
14516	Records documenting the recruitment, selection and ongoing management, monitoring and maintenance of agency personnel deployed in a covert capacity. (Date range: Sep 2001 -)	Destroy 75 years after the date of birth of the employee or 7 years after last action, whichever is the later

LAW ENFORCEMENT PERSONNEL

The function of managing all employees, including volunteer workers, in the organisation employed under the federal police and other legislation. Includes review of actions, overtime, salaries, superannuation and working hours for individuals. It also includes: recognition and awards; the conduct of internal investigations as part of professional standards; drug and alcohol testing; psychological services; and the management of undercover and covert operatives.

Psychological Services

The activities associated with the provision of psychological services for the agency. Includes psychological services in support of the recruitment, selection and retention of agency staff, as well as services in support of operational activities.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14517	Records documenting the provision of psychological services in support of the recruitment, selection and retention of ongoing agency employees. (Date range: 1986 -)	Destroy 75 years after the date of birth of the employee or 7 years after last action, whichever is the later
14518	Records documenting the provision of psychological services in support of the recruitment of non-ongoing agency employees. (Date range: 1986 -)	Destroy 7 years after last action

Recognition

The activity of conferring honours and awards to police employees. Includes awards for bravery.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14519 [‡]	Records of all nominations for recognition, and action taken on agency nominations. Includes referee statements and working papers relating to nominations for recognition. (Date range: 1979 -)	Retain as national archives
14521 [‡]	Records documenting arrangements for police funerals. (Date range: 1945 -)	Destroy 25 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT PERSONNEL

The function of managing all employees, including volunteer workers, in the organisation employed under the federal police and other legislation. Includes review of actions, overtime, salaries, superannuation and working hours for individuals. It also includes: recognition and awards; the conduct of internal investigations as part of professional standards; drug and alcohol testing; psychological services; and the management of undercover and covert operatives.

Undercover Management

The activities associated with the recruitment, selection, and management of agency personnel who are deployed to work in an undercover capacity. Includes ongoing tasking of the individual and regular communication with their family as appropriate.

For psychological testing, use LAW ENFORCEMENT PERSONNEL - Psychological Services.

For training, use LAW ENFORCEMENT TRAINING or STAFF DEVELOPMENT.

For the recruitment of staff to work as operatives, use LAW ENFORCEMENT PERSONNEL - Operative Management.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14522	Records documenting the recruitment, selection and ongoing management, monitoring and maintenance of agency personnel deployed in an undercover capacity. Includes records relating to identities and assumed identities. (Date range: 2000 -)	Destroy 75 years after the date of birth of the employee or 7 years after last action, whichever is the later

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Advice

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

Entry	Description of Records	Disposal Action
14550 [‡]	Records relating to the receipt and provision of advice relating to the law enforcement training function. Includes the procurement and distribution of advice on training courses. (Date range: 1917 -)	Destroy 7 years after last action
14551 [‡]	Informal advice given in relation to general issues regarding police training, for example informal emails concerning courses. (Date range: 1917 -)	Destroy when reference ceases

Agreements

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

Entry	Description of Records	Disposal Action
14552 [‡]	Agreements and memorandums of understanding relating to the delivery or administration of law enforcement training. Includes contracts to provide training services. (Date range: 1917 -)	Destroy 7 years after completion or other termination of the 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.

Entry	Description of Records	Disposal Action
14553 [‡]	Records relating to travel and accommodation arrangements made for employees (and other trainees) to attend training courses and conferences. (Date range: 1917 -)	Destroy 2 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of Records	Disposal Action
14554	Records documenting the planning and conduct of internal and external audits relating to the law enforcement training function. Includes the final version of the audit report. (Date range: 1979 -)	Destroy 7 years after last audit

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14555	Delegations of power to agency staff to authorise administrative action relating to the law enforcement training function. (Date range: 1979 -)	Destroy 7 years after delegation expires
14556	Authorisations for administrative action relating to the law enforcement training function. (Date range: 1979 -)	Destroy 7 years after action completed

Celebrations

The activities associated with arranging and managing festivities to honour a particular event.

Entry	Description of Records	Disposal Action
14557 [‡]	Records documenting arrangements supporting ceremonies to mark the completion of training courses. Includes catering, venue bookings and entertainment. (Date range: 1917 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
14558 [†]	Records of internal and external committees formed to consider matters relating to law enforcement training. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers. (Date range: 1917 -)	Destroy 3 years after action completed
14559	Working papers documenting the conduct and administration of committees which consider matters relating to the law enforcement training function. Includes agenda, notices of meetings and draft minutes. (Date range: 1979 -)	Destroy when reference ceases

Compliance

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

Entry	Description of Records	Disposal Action
14560 [†]	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the law enforcement training function. (Date range: 1979 -)	Destroy 7 years after action completed

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14561 [‡]	Records documenting contract management relating to the function of law enforcement training. Includes minutes of meetings with main stakeholders and performance and evaluation reports. (Date range: 1961 -)	Destroy 7 years after completion or other termination of contract

Curriculum

The activity of creating and managing the courses of study offered by the Police College. Includes the creation of training materials and arrangements for the facilitation of teaching.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14562	Records documenting individual iterations of learning and development courses and programs run by the agency. (Date range: 1979 -)	Destroy 30 years after last action
14563 [‡]	Master set of training material for courses run by the agency. Includes programs, lecture notes, handouts, films and videos. (Date range: 1961 -)	Destroy 15 years after last action
14564 [‡]	Records documenting the development of training material for courses used or run internally by the agency. (Date range: 1979 -)	Destroy 15 years after last action
14565	Working papers documenting the development of training material for courses run internally by the agency. (Date range: 1979 -)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14566 [‡]	Completed course evaluation reports. (Date range: 1961 -)	Destroy 5 years after last action
14567	Completed course evaluation questionnaires. Includes working papers generated to create questionnaires. (Date range: 1979 -)	Destroy when report is finalised

Learning and Development Guidelines

Standard methods of conducting learning and developing training undertaken by the organisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14568 [‡]	Master copies of learning and development guidelines. (Date range: 1961 -)	Destroy 5 years after guidelines superseded
14569 [‡]	Copies of learning and development guidelines. (Date range: 1961 -)	Destroy when reference ceases

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>
14570 [‡]	Final version of internal formal reports and reports made to external agencies relating to the law enforcement training function. (Date range: 1979 -)	Destroy 10 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Reporting - Continued

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>
14571 [‡]	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the function of law enforcement training. Includes the collection and reporting of statistical information. (Date range: 1979 -)	Destroy 10 years after action completed
14572	Working papers documenting the development of all reports created in relation to the law enforcement training function. Includes drafts and comments received. (Date range: 1979 -)	Destroy 1 year after action completed

Student Records

The activity of managing student results, qualifications, and course outcomes, including the results of students who did not complete their course of study, records relating to recognition of prior learning and records of achievements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14573	Records for each unit of competency or module, showing the final summative result and the date of final summative result. Includes the results of professional development courses and programs. (Date range: 1979 -)	Destroy 30 years after the conclusion of the course
14574	Records of qualifications or statements of attainment issued to each student. Includes a list of units of competency achieved by each individual student. (Date range: 1979 -)	Destroy 30 years after the conclusion of the course
14575	Master copies of assessment instruments and the assessor's marking guide/criteria/observation checklist. (Date range: 1979 -)	Destroy 7 years after the conclusion of the course
14576	Records of each student's completed work and assessor's completed marking guide/criteria/observation checklist. (Date range: 1979 -)	Destroy 3 months after the nominal course completion date

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

LAW ENFORCEMENT TRAINING

The function of creating and providing, through the agency's own training centre, training programs related to law enforcement for staff and staff from other Government agencies. Includes the provision of accredited training, recruit training and ongoing enhancement of skills.

For training that is not law enforcement specific, use STAFF DEVELOPMENT.

For awareness training of explosives, use BOMB DATA - Explosives Awareness Training, or COMMUNITY POLICING - Explosives Awareness Training.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14584	Signed contracts under seal resulting from tenders and supporting records: Western Australia (Date range: 1979 -)	Destroy 20 years after completion or other termination of contract
14585	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1979 -)	Destroy 15 years after completion or other termination of contract
14586 [‡]	Signed contracts under seal resulting from tenders and supporting records New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1961 -)	Destroy 12 years after completion or other termination of contract
14577 [‡]	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1961 -)	Destroy 7 years after tender process completed
14578 [‡]	Records documenting post-offer negotiations and due diligence checks. (Date range: 1961 -)	Destroy 7 years after tender process completed
14579 [‡]	Contract register. (Date range: 1961 -)	Destroy 7 years after last entry
14580 [‡]	Tender register. (Date range: 1961 -)	Destroy 7 years after last entry
14581 [‡]	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contract. (Date range: 1961 -)	Destroy 7 years after completion or other termination of contract
14582 [‡]	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1961 -)	Destroy 7 years after action completed
14583 [‡]	Records of unsuccessful tenders or a tender process where there is no suitable bidder or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1961 -)	Destroy 3 years after tender process completed or decision made not to continue with the tender

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

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.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
14528	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the police museum. Including meetings with external agencies. (Date range: 1993 -)	Destroy 7 years after action completed
14529	Records supporting the conduct and administration of meetings held to discuss matters relating to the police museum. Including agenda, notice of meeting and draft minutes. (Date range: 1993 -)	Destroy when reference ceases

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Entry	Description of Records	Disposal Action
14530	Records documenting specialist conservation treatment for museum items. Including documents, photographs and conservation reports. (Date range: 1993 -)	Destroy after object has been deaccessioned

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.

Entry	Description of Records	Disposal Action
14531	Master control records of the museums items. Includes catalogues, register of items held and loan information. (Date range: 1982 -)	Retain as national archives

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Entry	Description of Records	Disposal Action
14532	Records documenting the transfer and/or destruction of museum items. Includes records documenting culling of collections. (Date range: 1993 -)	Retain as national archives

Donations

The activities associated with managing money, items, artefacts or property donated to the organisation or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

Entry	Description of Records	Disposal Action
14533	Records documenting donations to or the acquisition of items or information for use in the museum. Includes liaison with the owner on the conditions of donation, calls for information and/or objects to complete sets or enhance exhibitions, accession and donation forms and donor details where known. (Date range: 1982 -)	Destroy when donated material is withdrawn from museum custody or 25 years after last action, whichever is later

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer or promoting the activities, services, projects or programs of the organisation.

Entry	Description of Records	Disposal Action
14535	Records documenting the mounting of displays. Includes exhibition brief and design and arrangements for setting up display. (Date range: 1993 -)	Destroy 50 years after last action

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Entry	Description of Records	Disposal Action
14536	Inventories of museum collection. May include census of collection. (Date range: 1982 -)	Destroy after next inventory is completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14537	Records documenting liaison with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all activities of a member of an organisation. (Date range: 1993 -)	Destroy 7 years after last action

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry	Description of Records	Disposal Action
14538	Records documenting the promotion of the museum. Includes correspondence with newspapers and tourism bureaus for advertising and arrangements to send brochures to potential visitors. (Date range: 1993 -) <i>[For brochures and similar produced to promote the museum, use PUBLICATION – Production.]</i>	Destroy 7 years after last action

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For minutes of committee meetings, use POLICE MUSEUM - Committees.

Entry	Description of Records	Disposal Action
14539	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to the police museum function. Includes meetings with external agencies. (Date range: 1993 -)	Destroy 2 years after action completed
14540	Records supporting the conduct and administration of meetings held to discuss matters relating to the police museum function. Includes agenda, notice of meeting and draft minutes. (Date range: 1993 -)	Destroy when reference ceases

Museum Loans

The activity associated with the borrowing and lending of museum items to and from allied organisations or museums to promote the activities and services of the Federal Police to a wide audience.

Entry	Description of Records	Disposal Action
14541	Records documenting the loan of items both into and out of the museum. Includes loan forms agreements to terms and conditions of loan. (Date range: 1993 -)	Destroy when reference ceases or after return of items, whichever is later

Policy

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

Entry	Description of Records	Disposal Action
14542	Records relating to the development and establishment of policies supporting the police museum. Includes final versions of policies and working papers. (Date range: 1993 -)	Retain as national archives

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

Procedures

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

Entry	Description of Records	Disposal Action
14543	Records documenting the development and implementation of agency procedures supporting the police museum. Includes final versions of procedures and working papers. (Date range: 1993 -)	Destroy 50 years after last action

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.

Entry	Description of Records	Disposal Action
14544	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support the function. Includes cumulative summary reports, work progress reports and production reports. (Date range: 1993 -)	Destroy 50 years after last action
14545	Records supporting the development of reports. Includes working papers, drafts and comments from other areas of the agency. (Date range: 1993 -)	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 organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Museum research projects include those done for exhibitions, sourcing the history and significance of artefacts in the collection, special projects and enquiries.

Entry	Description of Records	Disposal Action
14546	Records documenting detailed research carried out to support exhibitions or expand on information about collection. (Date range: 1982 -)	Retain as national archives
14547	Records documenting requests for information from the museum from police members, the public and other interested parties. (Date range: 1982 -)	Destroy 5 years after last action

POLICE MUSEUM

The function of collecting, storing and managing artefacts that document or relate to the history of the Australian Federal Police and interpreting and presenting this history for wider audiences. Includes developing and maintaining the Museum's collection and associated information, exhibitions, public programmes, loans, Friends' organisation and marketing.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of Records	Disposal Action
14548	Records documenting arrangements for visits or tours of the museum. (Date range: 1993 -)	Destroy 50 years after last action
14549	Confirmation booking sheets. (Date range: 1993 -)	Destroy when reference ceases

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Advice

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

Entry	Description of Records	Disposal Action
14809 [‡]	Requests to the Director of Public Prosecutions for legal advice and responses received. (Date range: 1917 -)	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
15261 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into 'political offences', including named operations. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For the meaning of 'investigations into 'political offences', see Explanatory Note for FEDERAL INVESTIGATIONS or COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
15264 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons who are public officials. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For the meaning of 'investigations into missing persons who are public officials', see Explanatory Note for FEDERAL INVESTIGATIONS or COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14811 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons, which remain unresolved. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14812 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, which are unresolved or remain open. Includes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917-)	Destroy 80 years after last action or 105 years after the date of birth of any alleged offender where this is known, whichever is the earlier
14814 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is 10 years or more imprisonment, where the only known offender or alleged offender is deceased. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 25 years after last action
14859 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, which are unresolved or remain open. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 25 years after last action
14862 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into offences which result in formal cautions or diversionary conferences. Excludes investigations into: <ul style="list-style-type: none"> • offences against the person • offences against or involving children/juveniles • sexual offences • offences involving child pornography • offences involving violence • offences of threatened or actual damage to property • serious driving offences - eg culpable driving, exceed prescribed concentration of alcohol, furious/reckless driving, menacing driving, negligent driving resulting in grievous bodily harm or death. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 15 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14875 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, where it has been decided to take no further action, or where there has not been a prosecution. Excludes offences or alleged offences against or involving children/juveniles, sexual offences, and offences involving child pornography. Includes Search Warrants, Affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -) <i>[For investigations into offences for which the legislated maximum penalty is 10 years or more imprisonment and where no further action has been taken or there has not been a prosecution, use the class in this activity for investigations that are unresolved or remain open.]</i>	Destroy 15 years after last action
14865 [‡]	Warrant register (Date range: 1917 -)	Destroy 10 years after last warrant executed
14866 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to an investigation where it is found that no offence was committed. Includes investigations into suicides where there are no suspicious circumstances. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 10 years after last action
14867 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons where the person is found deceased, and where there are no suspicious circumstances. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 10 years after last action
14868 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations, including named operations, into offences for which the legislated maximum penalty is less than 10 years imprisonment, and where the only known offender or alleged offender is deceased. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 10 years after last action

[‡]For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Authorisation - Continued

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
14872 [‡]	Records documenting delegations of authority. (Date range: 1917 -)	Destroy 10 years after delegation is suspended
14873 [‡]	Applications for warrants and court orders, and originals of warrants or like instruments relating to investigations into missing persons, where the person is found alive. Includes search warrants, affidavits, or other types of warrants required to gather evidence. (Date range: 1917 -)	Destroy 2 years after the case is solved
14876 [‡]	Copies of warrants, orders or like instruments. Includes certified copies. (Date range: 1917 -)	Destroy when reference ceases

Brief Management

The activity of managing the receipt and delivery of briefs of evidence to the Director of Public Prosecutions (DPP). Includes initial checking, review and quality control of the content of each brief of evidence, communication and liaison with the originator of the brief and with the Director of Public Prosecutions.

For briefs of evidence/records containing prosecution outcomes, use CRIMINAL RECORDS - Prosecution Outcomes.

Entry	Description of Records	Disposal Action
15267 [‡]	Briefs of evidence prepared as the outcome of investigations into 'political offences'. (Date range: 1927 -) <i>[For the meaning of 'investigations into 'political offences'', see Explanatory Note for FEDERAL INVESTIGATIONS or COMMUNITY INVESTIGATIONS.]</i>	Retain as national archives
14877 [‡]	Briefs of evidence prepared as the outcome of all other investigations. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Brief Management - Continued

The activity of managing the receipt and delivery of briefs of evidence to the Director of Public Prosecutions (DPP). Includes initial checking, review and quality control of the content of each brief of evidence, communication and liaison with the originator of the brief and with the Director of Public Prosecutions.

For briefs of evidence/records containing prosecution outcomes, use CRIMINAL RECORDS - Prosecution Outcomes.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14878 [‡]	Records documenting the quality control and additions of information to mention or hearing briefs or summons. Includes general working papers and correspondence. Also includes requests for extensions of time to prepare briefs for court. (Date range: 1927 -)	Destroy 105 years after the date of birth of the offender or 10 years after the offender's death, whichever is the earlier
14879 [‡]	Copies of briefs of evidence prepared as the outcome of an investigation and copies of records documenting the quality control and additions of information to mention or hearing briefs or summons. Includes copies of general working papers and correspondence, copies of requests for extensions of time to prepare briefs for court. (Date range: 1927 -)	Destroy when reference ceases

Coronial Investigations

The activity of coordinating and managing evidence for use in investigations undertaken by the Coroner. Includes temporary management of medical records, copies of crime scene photographs and reports of Post Mortem examination findings.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14880 [‡]	Records documenting background information into disasters that goes to Inquiry. (Date range: 1956 -) <i>[For the results of Inquiries, use GOVERNMENT RELATIONS - Inquiries.]</i>	Retain as national archives
14881 [‡]	Records documenting background information into deaths that did not go to Coronial Inquest or Inquiry. May include reports of death, identification forms, pathology and or toxicology reports, post mortem examination reports, transcripts of interviews, crime scene photographs and results of forensic analysis. (Date range: 1956 -) <i>[For original or master copies of photographs of crime scenes relating to suspicious deaths or fires, use COMMUNITY INVESTIGATIONS - Forensic Collection OR FEDERAL INVESTIGATIONS - Forensic Collection.]</i>	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Coronial Investigations - Continued

The activity of coordinating and managing evidence for use in investigations undertaken by the Coroner. Includes temporary management of medical records, copies of crime scene photographs and reports of Post Mortem examination findings.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14882 [‡]	Records documenting background information into suspicious deaths or suspicious fires that were subject to Coronial Inquest. Includes Inquest briefs of evidence, reports of death, identification forms, pathology reports, post mortem examination reports, transcripts of interviews, crime scene photographs, results of forensic analysis and notification of Coroners findings. (Date range: 1956 -) <i>[For original or master copies of photographs of crime scenes relating to suspicious deaths or fires, use COMMUNITY INVESTIGATIONS - Forensic Collection OR FEDERAL INVESTIGATIONS - Forensic Collection]</i>	Retain as national archives
14183 [‡]	Coroners (Death) Register. Includes details of name, date of death, police officer involved, cause of death, file number, whether or not the case went to inquest and if so, date of inquest. (Date range: 1956 -)	Retain as national archives
14184 [‡]	Medical records of deceased persons involved in a Coronial investigation, belonging to or seized by the agency. (Date range: 1956 -)	Destroy 100 years after last action
14185 [‡]	Copies of photographs of deceased persons in situ. (Date range: 1956 -)	Destroy when reference ceases

Extraditions

The activity of arranging the return of a person from another legal jurisdiction, such as another Australian State or from a foreign country, who is the subject of an arrest warrant. Includes arranging extradition from Australia.

For routine liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison

For extraditions that involve a court appearance and an outcome is recorded, use CRIMINAL RECORDS – Prosecution Outcomes

For routine liaison with non-government agencies, use INTERNATIONAL POLICING - Liaison.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14886 [‡]	Records documenting the extradition of an individual from or to a State or overseas country. (Date range: 1961 -)	Destroy 1 year after warrant executed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14887 [‡]	Records documenting liaison with the Courts, the Director of Public Prosecutions, the Attorney General's Department, and other law enforcement or government agencies in relation to prosecution and judicial issues. Includes parole reports. Also includes the details of individuals without a criminal record who are deported from Australia. (Date range: 1927 -) <i>[For deportations of individuals with a criminal record who are deported from Australia, use CRIMINAL RECORDS - Prosecution Outcomes.]</i>	Destroy 2 years after last action

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
14889 [‡]	Records documenting liaison with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all activities of a member of an association. (Date range: 1927 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Policy

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

Entry	Description of Records	Disposal Action
14890	Records relating to the development and establishment of policies supporting the prosecution and judicial support function. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final document. (Date range: 1979 -)	Retain as national archives
14891	Master set of policies relating to the function of prosecution and judicial support. (Date range: 1979 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later
14892	Working papers relating to the development and establishment of policies supporting the function of prosecution and judicial support. (Date range: 1979 -)	Destroy when reference ceases

Procedures

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

Entry	Description of Records	Disposal Action
14893 [†]	Master copy of manuals, circulars, directives etc. of agency procedures supporting the administration of prosecution and judicial support. (Date range: 1927 -)	Destroy 5 years after superseded
14894 [†]	Records documenting the development and implementation of agency procedures supporting prosecution and judicial support. (Date range: 1927 -)	Destroy 2 years after action completed
14895 [†]	Copies of manuals, circulars, directives etc detailing procedures for prosecution and judicial support. (Date range: 1927 -)	Destroy when reference ceases

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROSECUTION AND JUDICIAL SUPPORT

The function of bringing evidence and a person or persons before the courts for prosecution. Includes the provision of relevant briefing materials, evidence and witnesses as required. Also includes the processing and execution of orders, warrants and summons.

Recovery of Children

The activity of identifying, locating and recovering children who are the subject of Family Court proceedings. Includes international recovery.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
14896	Records relating to court orders concerning the recovery of children. Includes records made in electronic systems of Orders and the execution of those orders. (Date range: 1975 -)	Destroy 5 years after action completed
14897	Copies of travel movement alerts received in relation to Family Law court orders. (Date range: 1975 -)	Destroy when ordered to do so by the Family Law Court or when the subject of the order turns 18 years of age
14898	Copies of Family Law Court orders and recovery orders. (Date range: 1975 -)	Destroy when reference ceases

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For payments made, use FINANCIAL MANAGEMENT - Accounting

Entry	Description of Records	Disposal Action
15006 [†]	Records documenting the acquisition of dogs. (Date range: 1955 -)	Destroy 7 years after last action

Advice

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

Entry	Description of Records	Disposal Action
15007 [†]	Records documenting the receipt or provision of advice of a high level. Includes input into handbooks of other organisations with responsibility for or oversight of protective security issues. (Date range: 1932 -)	Destroy 10 years after action completed
15008 [†]	Records documenting the distribution of information packages. (Date range: 1932 -)	Destroy 2 years after action completed
15009 [†]	Records relating to the receipt and provision of low level advice relating to protective security. (Date range: 1932 -)	Destroy 1 year after action completed

Agreements

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

Entry	Description of Records	Disposal Action
15010	Memorandums of understanding with individuals involved in the witness protection program. (Date range: 1981 -)	Destroy 105 years after date of birth or 10 years after death, whichever is the earlier

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Agreements - Continued

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

Entry	Description of Records	Disposal Action
15011	Agreements made with private or public sector organisations for the provision of any form of protective security. May be in the form of a formal contract or memorandum of understanding. (Date range: 1984 -)	Destroy 7 years after completion or other termination of the agreement
15012	Memorandums of understanding with organisations involved with the witness protection program. (Date range: 1981 -)	Destroy 7 years after completion or other termination of the agreement
15013	Service level agreements. (Date range: 1981 -)	Destroy 7 years after completion or other termination of the agreement

Aircraft Protection

The activities associated with the protection of Australian-registered aviation assets. Includes the tasking and deployment of covert operatives.

For the recruitment of covert operatives, see LAW ENFORCEMENT PERSONNEL - Operative Management.

For the protection of airports, use PROTECTIVE SECURITY - Property Protection.

For the protection of individuals, use PROTECTIVE SECURITY - Personal Protection.

Entry	Description of Records	Disposal Action
15014	Records documenting activities undertaken to protect Australian-registered aviation assets. Includes rosters, incident reports, pre-operational briefing notes and risk analyses. (Date range: 2001 -)	Destroy 3 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Alarm Monitoring

The activity of monitoring, through electronic alarm systems, premises or persons. Includes the provision to clients of regular and automatically generated activity reports.

For contracts with clients, use PROTECTIVE SECURITY - Agreements.

For the generation of new business, use PROTECTIVE SECURITY - Business Development or PROTECTIVE SECURITY - Marketing.

Entry	Description of Records	Disposal Action
15015	Visual and/or audio recordings relating to the monitoring of premises and persons. (Date range: 1991 -)	Destroy 2 years after action completed
15016	Records documenting the original alarm monitoring requirements for each client and hardcopy versions of the same information produced from the database. (Date range: 1991 -)	Destroy 2 years after client ceases to be a client
15017	Electronic database records describing clients and their alarm monitoring requirements. Includes activity reports generated by the database and kept in electronic form. (Date range: 1991 -)	Destroy 1 year after client ceases to be a client

Animal Care

The activity of maintaining animals (predominantly dogs and horses) used for law enforcement. Includes stabling and kennelling, grooming, feeding arrangements, veterinary care, dental checks, shoeing and monitoring of physical and mental condition.

For veterinary care resulting in the destruction of an animal ('putting down'), use PROTECTIVE SECURITY - Animal separations

Entry	Description of Records	Disposal Action
15018 [†]	Canine Bite Reports. (Date range: 1955 -)	Destroy 7 years after last action
15019 [†]	Medical records for dogs including those for dental care, medications used and injuries. (Date range: 1955 -)	Destroy 7 years after termination or retirement of the dog
15020 [†]	Tasking reports. (Date range: 1955 -)	Destroy 5 years after last action

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Animal Separations

The activity of arranging for the sale, donation, retirement or other separation of animals (predominantly dogs and horses) used for law enforcement.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15021 [‡]	Records documenting the death or retirement of dogs from service. Includes death reports and memorandums of sale or gift. (Date range: 1955 -)	Destroy 7 years after death, retirement or disposal of dog

Animal Training

The activity of training animals (predominantly dogs and horses) to perform or assist in law enforcement. Includes patrol training, water, traffic and noise desensitisation, detection techniques and training to work in crowds.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15022 [‡]	Records documenting training of dogs by officers performing explosives duties, such as handlers' files. (Date range: 1955 -)	Destroy 5 years after last action
15023 [‡]	Periodical training proficiency reports. (Date range: 1955 -)	Destroy 3 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Bomb Response

The activity of responding to a bomb threat situation. Includes physically securing the area around the suspected bomb, identification of the nature and extent of the threat or incident and the defusing of any bomb found.

For Police Bomb Squad responses to bomb threats and suspicious items, use COMMUNITY POLICING – Bomb Response.

Entry	Description of Records	Disposal Action
15024 [‡]	Records documenting responses to bomb threats and suspicious items in association with major events including: <ul style="list-style-type: none">• heads of government meetings such as Commonwealth Heads of Government• international sporting fixtures such as Olympic or Commonwealth Games or in relation to the safety of: <ul style="list-style-type: none">• high office holders• guests of government• diplomats• dignitaries and other internationally protected persons. (Date range: 1970 -)	Retain as national archives
15025 [‡]	Records documenting responses to all other bomb threats and suspicious items. (Date range: 1970 -)	Destroy 15 years after last action
15026	Detailed reference material on explosives and explosive devices, technical data including diagrams and schematics. (Date range: 1970 -)	Destroy when reference ceases

Business Development

The activities associated with seeking new business for the organisation. Includes responding to requests for information, requests for quotation, requests for tender and the active pursuit of new business through the identification, cultivation and development of appropriate business contacts.

Entry	Description of Records	Disposal Action
15027	Records documenting the activity of seeking and bidding for new business. Includes scoping notes, business proposals, consultancy reports and tender submissions. (Date range: 1987 -)	Destroy 5 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Business Development - Continued

The activities associated with seeking new business for the organisation. Includes responding to requests for information, requests for quotation, requests for tender and the active pursuit of new business through the identification, cultivation and development of appropriate business contacts.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15028	Working papers supporting the activity of seeking and bidding for new business. Includes copies of scoping notes, business proposals, consultancy reports and tender submissions. (Date range: 1987 -)	Destroy when reference ceases

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15029 [‡]	Records of committees formed to consider matters relating to the function of protective security excluding the witness protection program, in relation to major events management including: <ul style="list-style-type: none"> heads of government visits or meetings such as Commonwealth Heads of Government international sporting fixtures such as Olympic or Commonwealth Games or in relation to the safety of: <ul style="list-style-type: none"> high office holders guests of government diplomats dignitaries and other internationally protected persons. Includes documents establishing the committee, final copies of minutes, reports and recommendations and supporting documents such as briefing and discussion papers. Includes both internal and external committees. (Date range: 1927 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Committees - Continued

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.

For audit committees, use STRATEGIC MANAGEMENT – Committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15030	Records of committees formed to consider matters relating to witness protection operations and/or high level management of the witness protection program. Includes: <ul style="list-style-type: none">• documents establishing the committee• final copies of minutes• reports, recommendations and supporting documents such as briefing and discussion papers• internal and external committees. (Date range: 1981 -)	Retain as national archives
15031 [‡]	Records of all other committees formed to consider matters relating to the function of protective security excluding the witness protection program. Includes: <ul style="list-style-type: none">• documents establishing the committee• final copies of minutes• reports, recommendations and supporting documents such as briefing and discussion papers• internal and external committees. (Date range: 1927 -)	Destroy 7 years after last action

Escorting

The activities involved in escorting people such as immigration detainees or physical assets such as art works, drugs and money, in which the Commonwealth has an interest.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15032	Records documenting requests for escorting and the tasking of agency resources. Includes operational orders and warning orders. (Date range: 1987 -)	Destroy 3 years after last action

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For reviews of protective security products, processes, procedures, standards and systems, use PROTECTIVE SECURITY – Reviewing.

Entry	Description of Records	Disposal Action
15033 [‡]	Records documenting evaluations of protective security programs. (Date range: 1927 -)	Destroy 5 years after action completed

Events Planning

The activity of formulating ways in which objectives can be achieved in response to major events, including guests of government visits, or any large public gathering. Includes communication with event organizers, third party organisations, the collation, receipt, research and analysis of information and intelligence and the development of plans.

Entry	Description of Records	Disposal Action
15034 [‡]	Records documenting the management of major events including: <ul style="list-style-type: none">heads of government meetings such as Commonwealth Heads of Governmentinternational sporting fixtures such as Olympic or Commonwealth Games or in relation to the safety of: <ul style="list-style-type: none">high office holdersguests of governmentdiplomatsdignitaries and other internationally protected persons and military involvement or action. (Date range: 1917 -)	Retain as national archives
15035 [‡]	Records documenting the management of security at minor events such as Remembrance Day services. (Date range: 1917 -)	Destroy 3 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
15036 [‡]	Records documenting protective security liaison with International, Commonwealth, State and Territory, and Local Government organisations and law enforcement agencies. Includes collaboration on projects and the exchange of information. (Date range: 1917 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with overseas police and security agencies, including Interpol, use INTERNATIONAL POLICING - Government Liaison.

For liaison with overseas or international non-government agencies, use INTERNATIONAL POLICING - Liaison.

Entry	Description of Records	Disposal Action
15037 [‡]	Records documenting liaison with professional associations, private sector organisations, law enforcement agencies and community groups. Includes collaboration on projects, exchange of information and all activities of a member of an association. (Date range: 1917 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Entry	Description of Records	Disposal Action
15038	Records documenting the marketing and branding of protective security services. Includes final and working versions of storyboards, concept papers, brochures and newsletters. (Date range: 1987 -)	Destroy 10 years after last action

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 organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
15131	Final copies of minutes and supporting documents tabled at meetings held to discuss operational matters relating to witness protection. Includes meetings with external agencies. (Date range: 1981 -)	Destroy 50 years after last action
15132	Final copies of minutes and supporting documents tabled at meetings held to discuss administrative matters relating to witness protection. Includes meetings with external agencies. (Date range: 1981 -)	Destroy 2 years after action completed
15134 [†]	Final copies of minutes and supporting documents tabled at meetings held to discuss matters relating to protective security. Includes meetings with external agencies. Excludes meetings relating to witness protection. (Date range: 1917 -)	Destroy 2 years after action completed
15136 [†]	Records supporting the conduct and administration of meetings held to discuss matters relating to protective security. Including agenda, notice of meeting and draft minutes. (Date range: 1917 -)	Destroy when reference ceases

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Personal Protection

The processes involved in ensuring the physical safety, and preserving the dignity, of Government officials, diplomats, dignitaries, internationally protected persons, Guests of Government, high office holders, including the Prime Minister and others identified to be at risk. Includes the provision of resources, including specially trained and armed police officers and other resources as required and specific actions designed to ensure the protection of individuals as required, based on existing plans policies and procedures.

For the protection of buildings and premises, use PROTECTIVE SECURITY - Property Protection.

For the protection of aircraft, use PROTECTIVE SECURITY - Aircraft Protection.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15138 [†]	Records documenting histories of persons who may pose a threat to high office holders, visiting dignitaries etc. (Date range: 1917 -) <i>[For Intelligence records, use INTELLIGENCE.]</i>	Retain as national archives
15139 [†]	Records documenting the personal protection of high office holders, guests of government, diplomats, dignitaries and others requiring protection. (Date range: 1917 -) <i>[For Intelligence records, use INTELLIGENCE.]</i>	Destroy 80 years after last action
15140 [†]	List of Ministers' movements or visiting dignitaries. (Date range: 1917 -)	Destroy when reference ceases

Policy

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15141 [†]	Records relating to the development and establishment of agency policies supporting the protective security function, excluding the witness protection program. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts. (Date range: 1917 -)	Retain as national archives

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Policy - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15142 [‡]	Records relating to the development and establishment of agency policies supporting the Witness Protection program. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and final documents. (Date range: 1917 -)	Retain as national archives
15143 [‡]	Master set of policies relating to the function of protective security excluding the witness protection program. (Date range: 1917 -)	Destroy when reference ceases or 5 years after policy is superseded, whichever is later

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15144	Classified document register. (Date range: 1999 -)	Retain as national archives
15145	Master copy of manuals, circulars, directives etc of agency procedures supporting the administration of witness protection. Includes the documentation, development and implementation of agency procedures supporting witness protection. (Date range: 1981-)	Destroy 50 years after last action
15146 [‡]	Master copy of manuals, circulars, directives etc of agency procedures supporting the administration of protective security. (Date range: 1917-)	Destroy 5 years after procedures superseded
15147 [‡]	Records documenting the development and implementation of agency procedures supporting protective security. (Date range: 1917 -)	Destroy 5 years after procedures superseded
15148 [‡]	Copies of manuals, circulars, directives etc detailing procedures for carrying out protective security and witness protection. (Date range: 1917-)	Destroy when reference ceases

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Property Protection

The processes involved in maintaining the security of official establishments, buildings, airports, facilities, diplomatic premises and other properties in which the Commonwealth has an interest, including the provision of a counter terrorist first response capability at airports in Australia. Includes the provision of appropriately trained resources and specific actions designed to ensure that the security of properties is upheld and maintained to the level required, based on existing plans, policies and procedures, as well as information received by the organisation.

For the protection of individuals, use PROTECTIVE SECURITY - Personal Protection.

For the protection of witnesses, use PROTECTIVE SECURITY - Witness Protection.

For the protection of aircraft, use PROTECTIVE SECURITY - Aircraft Protection.

For incident reports and notebooks, use PROTECTIVE SECURITY – Recording.

Entry	Description of Records	Disposal Action
15149 [‡]	Records documenting the physical protection of establishments or areas in which the Commonwealth has an interest. Includes: <ul style="list-style-type: none"> • joint defence facilities such as Pine Gap • weapons research facilities • nuclear facilities • non-nuclear weapons testing facilities. Also includes visitors' books, occurrence reports, monthly reports and correspondence with clients. Excludes incident reports or notebooks. (Date range: 1946 -)	Retain as national archives
15150 [‡]	Records documenting the physical protection of immigration detention centres. Includes visitors' books, occurrence reports, monthly reports and correspondence with clients. Excludes incident reports or notebooks. (Date range: 1984 -)	Retain as national archives
15151 [‡]	Records documenting the physical protection of official establishments, such as Parliament House, Government House, Admiralty House and The Lodge. Includes visitors' books, occurrence reports, monthly reports and correspondence with clients. Excludes incident reports or notebooks. (Date range: 1932 -)	Retain as national archives
15153 [‡]	Records documenting the physical protection of properties owned or leased by foreign governments in Australia, such as foreign missions and diplomatic residences. Includes visitors' books, occurrence reports, monthly reports, and correspondence with clients. Excludes incident reports or notebooks. (Date range: 1974 -)	Retain as national archives

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Property Protection - Continued

The processes involved in maintaining the security of official establishments, buildings, airports, facilities, diplomatic premises and other properties in which the Commonwealth has an interest, including the provision of a counter terrorist first response capability at airports in Australia. Includes the provision of appropriately trained resources and specific actions designed to ensure that the security of properties is upheld and maintained to the level required, based on existing plans, policies and procedures, as well as information received by the organisation.

For the protection of individuals, use PROTECTIVE SECURITY - Personal Protection.

For the protection of witnesses, use PROTECTIVE SECURITY - Witness Protection.

For the protection of aircraft, use PROTECTIVE SECURITY - Aircraft Protection.

For incident reports and notebooks, use PROTECTIVE SECURITY – Recording.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15154 [‡]	Records documenting the physical protection of properties in which the Commonwealth has an interest. Excludes: <ul style="list-style-type: none"> • nuclear testing facilities • weapons research facilities • joint facilities • immigration detention centres • official establishments or property owned or leased by foreign governments in Australia. <p>Includes the protection of Australian missions overseas. Includes visitors' books, occurrence reports, monthly reports and correspondence with clients. Excludes incident reports or notebooks. (Date range: 1932 -)</p>	Destroy 10 years after last action
15155 [‡]	Working papers and copies of threat assessments received from other agencies. (Date range: 1932 -)	Destroy when reference ceases

Recording

The activity of taking or recording of official notes in relation to a matter of interest by police officers in official diaries and notebooks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15156 [‡]	Records containing official notes taken or recorded in accountable diaries, field books or notebooks. (Date range: 1964 -)	Destroy 30 years after last entry
15654 [‡]	Other incident reports and notebooks generated from property protection activities. (Date range: 1932 -)	Destroy 7 years after last entry

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

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.

Entry	Description of Records	Disposal Action
15204 [‡]	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support protective security and witness protection. Includes cumulative summary reports, work progress and production reports. (Date range: 1917 -)	Destroy 7 years after action completed
15205 [‡]	Records supporting the development of reports. Includes working papers drafts and comments from other areas of the agency. (Date range: 1917 -)	Destroy when reference ceases

Reviewing

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

For evaluations of protective security programs, use PROTECTIVE SECURITY - Evaluation

Entry	Description of Records	Disposal Action
15206 [‡]	Records documenting reviews of protective security products, processes, procedures, standards and systems in relation to major events management including: <ul style="list-style-type: none">• heads of government visits or meetings such as Commonwealth Heads of Government• international sporting fixtures such as Olympic or Commonwealth Games or in relation to the safety of: <ul style="list-style-type: none">• high office holders• guests of government• diplomats• dignitaries and other internationally protected persons. (Date range: 1964 -)	Retain as national archives
15207 [‡]	Records documenting all other reviews of protective security products, processes, procedures, standards and systems. (Date range: 1964 -)	Destroy 2 years after action completed

[‡] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Security Risk Assessment

The processes involved in the identification, analysis and assessment of security risks, including the likelihood and consequences of those risks. Includes the development of appropriate strategies, methodologies, practices and procedures to address security risks.

Entry	Description of Records	Disposal Action
15208	<p>Records documenting the development of security risk assessments in relation to major events management including:</p> <ul style="list-style-type: none">• heads of government visits or meetings such as Commonwealth Heads of Government• international sporting fixtures such as Olympic or Commonwealth Games <p>or in relation to the safety of:</p> <ul style="list-style-type: none">• high office holders• guests of government• diplomats• dignitaries and other internationally protected persons. <p>Includes the final copy or versions of all security risk assessments and any significant working papers providing context to the development of the assessment. (Date range: 1988 -)</p>	Retain as national archives
15209	<p>Records documenting the development of all other security risk assessments. Includes the final copy or versions of all security risk assessments and any significant working papers providing context to the development of the assessment. (Date range: 1988 -)</p>	Destroy 5 years after the assessment has been superseded
15210	<p>Working papers that do not provide immediate or significant context to the development of security risk assessments. Includes copies of draft assessments. (Date range: 1988 -)</p>	Destroy when reference ceases

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Security Risk Management

The processes involved in the identification, analysis and assessment of operational security risks including the likelihood and consequences of those risks. Includes the development and implementation of appropriate strategies, methodologies, practices and procedures to address operational security risks and decision making as to the most appropriate means to manage these risks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15211	Records documenting the development of operational risk assessments. Includes the final copy or versions of all operational risk assessments, threat assessments and any significant working papers providing context to the development of the assessment. (Date range: 1984 -)	Destroy 5 years after the assessment has been superseded
15212	Working papers that do not provide immediate or significant context to the development of operational risk assessments and threat assessments. Includes copies of draft assessments. (Date range: 1984 -)	Destroy when reference ceases

Security Vetting

The processes involved in carrying out security checks prior to engagement or employment in government agencies and ongoing reviews and re-validations of security clearances.

For memorandums of understanding with clients, use PROTECTIVE SECURITY - Agreements

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
15213	Records documenting security checks carried out for other government agencies as part of pre-engagement or pre-employment checks or periodic reviews. (Date range: 2001 -)	Destroy 5 years after separation from the agency or 6 years after the date of the last clearance on the file, whichever is the earlier

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

PROTECTIVE SECURITY

The function of protecting and guarding the safety of high office holders, government officials, diplomats and diplomatic missions, guests of government, and other protected persons and witnesses through close personal protection, and the guarding of persons identified to be at risk. Includes the protection of establishments and assets such as aviation and defence facilities; Commonwealth, diplomatic and other premises; and sensitive, portable physical assets in transit. Also includes the provision of specially trained officers and the provision of measures as determined under established witness protection methodologies.

Witness Protection

The activities involved in providing protection or other assistance as required to a witness, as defined by Commonwealth Witness Protection legislation.

For the protection of individuals, use PROTECTIVE SECURITY - Personal Protection.

For the protection of buildings and premises, use PROTECTIVE SECURITY - Property Protection.

For the protection of aircraft, use PROTECTIVE SECURITY - Aircraft Protection.

Entry	Description of Records	Disposal Action
15214	Records of requests for participation in the witness protection program where the request was denied and person has at no stage participated in the witness protection program. May also include psychological assessments. (Date range: 1981 -)	Destroy 80 years after date of birth of individual or 7 years after individual confirmed deceased
15216	Operational records documenting participation in the witness protection program. Includes the register of participants, the memorandum of understanding for participation, copies of new birth certificates issued, cessation of participation and restoration of old identity. May also include psychological assessments. (Date range: 1981 -)	Destroy 50 years after last action

[†] For records created before 21 April 1960, see Appendix, pp. 314-316 of this Authority.

APPENDIX

Applying this Authority to records created before 21 April 1960

- 1(1) This Appendix covers records subject to this Records Authority created before the proclamation on 21 April 1960 of the *Commonwealth Police Act 1957* and the consequent creation of the Commonwealth Police [II] (CA 736 and subordinate bodies).
- 1(2) Only a portion of all records created or accumulated by the ACT Police up to 21 April 1960 (see 4(1)(g) below), is within the scope of this Appendix. The relevant ACT Police records are described in 4(2) below.
- 2 The Australian Federal Police might not solely own the records covered by this Appendix, or might not itself claim ownership of these records (solely or jointly with other agencies).
- 3 Sentencing of these records (defined in 4 below) may occur under this Authority, but such records are *not* authorised for destruction under this Records Authority. If sentenced records covered by this Appendix are attributed to any class that has a temporary retention period, ie not a 'retain as national archives' action, negotiations must be undertaken with the National Archives to explicitly confirm on a case by case basis, such records' retention period, custody and ownership, including the visual examination of the individual records in question by the National Archives, in consultation with the Australian Federal Police. In such cases, this Authority allows National Archives to confirm, on a case by case basis, the retention as national archives of records that would otherwise not be retained under this Authority.
- 4 Records to be treated according to 3 above are:
 - 4(1) Records created or accumulated by the:
 - (a) Special Intelligence Bureau, 1916 - 1919 (CA 746 and subordinate bodies);
 - (b) Directorate of Military Intelligence, 1916 (up to 1960) (CA 3275 and subordinate bodies);
 - (c) Commonwealth Police [I], 1917 - 1919 (CA 2919 and subordinate bodies);
 - (d) Investigation Branch, 1919 - 1946 (CA 747 and subordinate bodies, including the Peace Officer Guard);
 - (e) Security Service, 1941 - 1945 (CA 660 and subordinate bodies);
 - (f) Commonwealth Investigation Service, 1946 - 1960 (CA 650 and subordinate bodies, including the Peace Officer Guard); and
 - (g) ACT Police Force [I] (CA 665 and subordinate bodies, and previous bodies in the ACT, 1911 to 1960; not all records of this agency are covered by this Appendix – see 4(2)); up to 21 April 1960, and
 - 4(2)(a) under the following Acts of Parliament of the Commonwealth of Australia, and their associated regulations and other legislative instruments:
 - *Aliens Act 1947-1984*
 - *Aliens Deportation Act 1946-1948*
 - *Aliens Registration Act 1920, 1939*
 - *Commonwealth Electoral Act 1902, 1918*
 - *Communist Party Dissolution Act 1950*
 - *Crimes Act 1914*
 - *Customs Act 1901*
 - *Defence Act 1903*
 - *Defence (Special Undertakings) Act 1952*
 - *Enemy Contracts Annulment Act 1915*
 - *Excise Act 1901*

APPENDIX

Applying this Authority to records created before 21 April 1960

- *Immigration Act 1901-1949*
- *Industrial Peace Act 1920*
- *Migration Act 1958*
- *National Security Act 1939-1946*
- *National Service Act 1951-1957*
- *Nationality Act 1920-1946*
- *Nationality and Citizenship [now known as Australian Citizenship] Act 1948*
- *Naturalization Act 1903-1917*
- *Peace Officers Act 1925*
- *Post & Telegraph Act 1901-1974*
- *Trading with the Enemy Act 1914-1921*
- *Trading with the Enemy Act 1939-1957*
- *Unlawful Associations Act 1916-1917*
- *War Crimes Act 1945*
- *War Precautions Act 1914-1918 (+ Repeal Act 1920)*
- *Wartime Refugees Removal Act 1949*
- *Wireless Telegraphy Act 1905-1980;*

or

- 4(2)(b) any other investigation or function/activity performed by an agency listed at 4(1) up to 21 April 1960, with the exception of the ACT Police (described at 4(1)(g) above).

For the ACT Police, described at 4(1)(g) above, this Appendix only covers records created or accumulated as a result of responsibilities acquired under legislation listed at 4(2)(a) above, or while fulfilling the Commonwealth Government law enforcement and internal security function (as distinct from ACT law enforcement) including the associated intelligence, law enforcement, public order, personal and property protection and internal security activities.

- 4(3) These records may be in the custody of:

- (a) the Australian Federal Police (CA 2999 and subordinate bodies), or inherited from its immediate predecessors:
- (i) Australian Protective Service, 1984 – 2002 (CA 8194 and subordinate bodies)
 - (ii) Commonwealth Police [III], 1975 - 1979 (CA 2083 and subordinate bodies)
 - (iii) ACT Police Force [II], 1975 - 1979 (and subordinate bodies)
 - (iv) Narcotics Bureau, 1973 - 1980 (CA 3852 and subordinate bodies)
 - (v) Australian Institute of Police Management, 1960 - (CA 1621);
- at any time since 21 April 1960;

or

- (b) the National Archives (CA 8550) or its predecessors, at any time up to or after 21 April 1960.

- 5 Records that were created before 21 April 1960 but are not covered by the scope of 4 above are to be treated like any other records that fall within the scope of this Authority.

- 6 For the purpose of resentencing records that fall within the scope of this Authority (see Application note 5. on page 7 of this Authority) and the application of this Appendix, this means that:

- (a) records created on or after 21 April 1960 that were previously sentenced prior to the date of issue of this Authority under a superseded RDA as 'retain permanently' do need to be resentenced according to this Authority.

APPENDIX

Applying this Authority to records created before 21 April 1960

- (b) records created on or after 21 April 1960 that were previously sentenced prior to the date of issue of this Authority under a superseded RDA as *not* 'retain permanently' do *not* need to be resentenced, provided they are retained by the minimum periods set out in the relevant superseding classes in this Authority.
- (c) records created on or after 21 April 1960 that have not been sentenced prior to the date of issue of this Authority do need to be sentenced according to this Authority.
- (d) records created before 21 April 1960 that were previously sentenced prior to the date of issue of this Authority under a superseded RDA as *not* 'retain permanently' do *not* need to be resentenced, provided they are retained by the minimum periods set out in the relevant superseding classes in this Authority.
- (e) records created before 21 April 1960 that were previously sentenced prior to the date of issue of this Authority under a superseded RDA as 'retain permanently' fall into two groups - those that are covered by the specific scope note at 4 above, and those that do not.
 - For those records that are covered by 4, the existing 'retain permanently' sentence under a superseded RDA is to be considered according to 3 above on a case by case basis and either confirmed as 'retain as national archives' or confirmed as appropriately covered by the relevant superseding classes in this Authority.
 - For those records that are not covered by 4, the existing 'retain permanently' sentence will need to be revised according to the relevant superseding classes in this Authority.
- (f) records created before 21 April 1960 that have not been sentenced prior to the date of issue of this Authority do need to be sentenced according to this Authority, taking into account 3 above.
 - For those records that are covered by 4, the relevant 'retain permanently' sentence under a superseded RDA is to be considered according to 3 above on a case by case basis and either confirmed as 'retain as national archives' or confirmed as appropriately covered by the relevant superseding classes in this Authority.
 - For those records that are not covered by 4, the relevant classes in this Authority are to be used to sentence these records.

INDEX

This index lists the functions and activities in the Australian Federal Police Records Authority in a single alphabetical sequence. Functions are shown in upper case, and activities in title case. A small number of related terms are shown in lower case.

Indexed references should only be used as a guide to this Authority. The main access tool should be the functions and activity descriptions of the business classification scheme, as contained in the body of this Records Authority.

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