



Australian Government



**NATIONAL
ARCHIVES
OF AUSTRALIA**

Records Authority

Family Court of Australia and Federal Circuit Court of Australia

Family Court Services

This is an accurate reproduction of the authorised records authority content,
created for accessibility purposes

2015

CHANGE HISTORY

Each entry in this table has been authorised under the *Archives Act 1983*.

Authorisations are not part of this document and can be viewed in the respective Records Authority (as issued). Please contact the National Archives' Agency Service Centre for further information.

Date	Changes
4 August 2009	2008/00614707 issued to Family Court of Australia- Family Court services.
25 June 2014	The National Archives endorses the Federal Circuit Court's use of the Record Authority 2008/00614707 for case management records.
20 March 2015	<p>2014/00670521 issued to Family Court of Australia – Family Court Services.</p> <p>Class amendments to 2008/00614707 Family Court Services – Class 19882.</p>
30 March 2015	<p>The compilation of 2008/00614707 and 2014/00670521 has resulted in the following changes:</p> <ul style="list-style-type: none"> • CASE MANAGEMENT ADMINISTRATION – class 61717 replaced class 19882 for disposal coverage of Judges', Judicial Registrars' and Registrars' benchbooks. • CASE MANAGEMENT ADMINISTRATION – class 61740 replaced class 19882 for the remaining activities. <p>Class 19882 cannot be used after 20 March 2015 and has been removed from this compilation.</p>

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INTRODUCTION

The Family Court of Australia (the Court) and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the FAMILY COURT SERVICES core business. It represents a significant commitment on behalf of the Court to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of the Court. It takes into account the agency's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the Court and the National Archives.

This Authority gives the Court endorsement under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia 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 temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the Court.

The Court may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies
- 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 records management requirements, the periodic review of this Authority is recommended. All amendments can be endorsed by the National Archives.

APPLICATION OF THIS AUTHORITY

1. This Authority also applies to records of the Federal Circuit Court and includes amendments to the Family Court of Australia Records Authority 2008/00614707 as issued in 2014/00670521.
2. The classes in this Authority supersede all classes authorised to the Family Court of Australia in previous Records Disposal Authority (RDA) 1336. Records already sentenced under RDA 1336 do not need to be resented where:
 - They are retained for the minimum periods set out in relevant superseding classes, or
 - They are sentenced as retain permanently and fall within the scope of this Authority.

Records not already sentenced under RDA 1336 should be sentenced using this Authority where possible. Where existing records are not covered by this Authority, RDA 1336 may still be used to sentence for temporary retention. The National Archives should be informed of any gaps in the coverage 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 Australian Government agencies.
4. Where appropriate this Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Family Court of Australia, such as encrypted records and source records that have been copied.
5. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.
6. 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 core business. The information must be accessible for the period of time prescribed in this Authority. The Court will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

7. In general, retention requirements indicate a minimum period for retention. The Court may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the Court believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the Court should contact the National Archives for review of the retention period.
8. The Family Court of Australia may destroy certain records without formal endorsement as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au
9. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au .
10. Records in the care of the Court must be appropriately stored and preserved. The Court needs to meet this obligation to ensure that the records remain authentic and accessible over time.
11. The Family Court of Australia is not subject to the records transfer provisions of the Archives Act 1983 at present. However, in the interests of accountable and consistent decision making and preservation of the archival resources of the Commonwealth, records identified as "retain as national archives" in the possession of the Court should be transferred to the custody of the National Archives of Australia, by mutual agreement between the Court and the Archives.
12. A Judge's own papers that are not the Court's papers may be disposed of as and when their owners or controllers deem appropriate. These records may be of great interest and value because they complement the Court's records and have national importance as archival resources of the Commonwealth. Such records may be transferred to the National Archives of Australia for ongoing care and preservation. Judges who wish to discuss the deposit of their papers should contact the Archives, Personal Papers section via the switchboard on (02) 6212 3600 or email archives@naa.gov.au
13. Advice on how to use this Authority is available from the Court records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

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

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FAMILY COURT SERVICES

The function of providing Court Services to Australian families and children involving the resolution or judicial determination of family law disputes and national coverage of the appellate federal family law jurisdiction.

Includes processing applications for legal action, conducting case management and conciliation conferences, providing child dispute services, administering appeals against judgments made by all courts exercising federal family law jurisdiction and coordinating the listing of cases for hearing. Also includes developing policy and procedures, managing committees and task forces, handling requests for information about court services, conducting information sessions to disseminate family court procedures to external parties and re-evaluating products, processes, standards and systems.

Cross references to AFDA Express records authority

For Arrangements for the activities involved in arranging trips, travel itineraries and entitlements for all personnel employed under the auspices of the Public Service Act, use PERSONNEL.

For all other general administrative functions common to most Commonwealth agencies such as records relating to finance, information technology and telecommunications, property management, information management, and publications etc, use AFDA EXPRESS.

Addresses (Family Court of Australia)

The activity of delivering addresses for training, professional or community relations purposes in relation to Family Court services. Includes speeches and multi-media presentations given in Australia and overseas.

For addresses given by the portfolio Minister at government occasions, use AFDA GOVERNMENT RELATIONS - Addresses.

Entry	Description of records	Disposal action
19863	Final versions of addresses given by the Chief Justice of the Family Court of Australia, other Family Court judges and senior managers in relation to family and case law matters and Family Court services.	Retain as national archives
19864	Final version of addresses made in the routine promotion of the court's operations and services.	Destroy 2 years after presentation
19866	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

FAMILY COURT SERVICES

Advice (Family Court of Australia)

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

For handling enquiries from the public about court services, use FAMILY COURT SERVICES – Enquiries

For legal advice furnished to the Family Court by internal or external sources, use AFDA LEGAL SERVICES – Advice.

Entry	Description of records	Disposal action
19867	Records documenting the provision or receipt of advice or opinion on family law matters with far-reaching social, economic and international implications. Includes advice on rules, regulations and legislation connected with Commonwealth family law. Includes working papers.	Retain as national archives
19869	Records documenting the provision or receipt of advice or opinion on family law matters of lesser importance, with no far-reaching impact on the social, economic and international standing of the Court. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes; • policy papers; • advice to government agencies; and • working papers documenting the development of advice. 	Destroy 10 years after action completed
19870	General administrative records documenting the provision or receipt of advice.	Destroy 7 years after action completed

Agreements (Family Court of Australia)

The processes associated with the establishment, maintenance, review and negotiation of agreements which support the delivery of Family Law services.

For Memoranda of Understanding and Service Level Agreements with other Government Agencies, use FAMILY COURT SERVICES - Joint Ventures.

Entry	Description of records	Disposal action
19868	Final versions of significant agreements made to support the Family Court services function with far-reaching legal, political, social, economic and international implications.	Retain as national archives
19871	Final versions of agreements to support the delivery of Family Court services with no far-reaching legal, political, social, economic and international implications. Includes records relating to the negotiations, establishment, maintenance and review of routine agreements. Includes: <ul style="list-style-type: none"> • agreements with the Australian Federal Police; • records associated with protocols (eg Protocols with State Government agencies for child protection); and • agreements with Legal Aid regarding appointment of Independent Children's Lawyers. 	Destroy 7 years after termination or other expiry of agreement

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19872	Working papers documenting the development of agreements.	Destroy 7 years after termination or other expiry of agreement

Appeal Cases

The process of administering appeals against judgements and orders made by courts exercising jurisdiction in family law. Includes procedural hearings and appeal proceedings in the Full Court against judgements or orders of the Family Court at first instance, or the Federal Magistrates Court of Australia exercising federal family law jurisdiction and a court exercising summary jurisdiction in federal family law.

For processing applications to initiate a case, use FAMILY COURT SERVICES – Family Law Cases.

For administrative and support activities (including appeals registers) in relation to appeal cases, use FAMILY COURT SERVICES – Case Management Administration.

Entry	Description of records	Disposal action
19873	<p>All records documenting appeal cases involving appeals against an order of a Judge, Federal Magistrate and/or of a court of summary jurisdiction. Includes:</p> <ul style="list-style-type: none"> • notices of appeal; • applications for leave or special leave to appeal; • pre-argument statements, lists of authorities and support documentation; • appeal book indices; • notices of discontinuance; • notices of cross appeal; • appeal notes and summaries; • lists of exhibits; • appeal books; • appeal determinations; • orders of the court; • transcripts; and • Full Court judgements. 	Retain as national archives

Audit (Family Court of Australia)

The activities associated with officially checking quality assurance and operational records related to the delivery of Family Court services to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the core events, processes and business of the Court in a specified period.

For audits relating to functions other than the delivery of the Family Court's core services, use the relevant function in AFDA.

Entry	Description of records	Disposal action
19875	Final internal and external audit reports relating to the delivery of Family Court services which have far-reaching recommendations/implications for the delivery of Family Court services.	Retain as national archives

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Entry	Description of records	Disposal action
19876	Final internal and external audit reports relating to the delivery of Family Court services which do not have far-reaching recommendations/implications for the delivery of Family Court services.	Destroy 10 years after action completed
19885	Records documenting the planning and conduct of internal and external audits relating to the delivery of Family Court services. Includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft report; and • comments. 	Destroy 5 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
19877	Records documenting the delegation of power to Judicial Registrars to administer the proceedings of family disputes and to make Court orders and judgements.	Destroy 10 years after delegations expire
19878	Records documenting the delegation of power of the Court to Senior Registrars, Registrars and Deputy Registrars.	Destroy 10 years after delegations expire
19879	Records documenting the authorisations for Family Court staff to undertake administrative actions supporting the Family Court services function.	Destroy 10 years after authorisations expire

FAMILY COURT SERVICES

Awards

The process of documenting the conferring of awards (honours) on the Family Court in relation to Family Court Services by organisations and government agencies within Australia and overseas.

For records documenting the conferring of awards (honours) by the Family Court on external individuals or organizations, use AFDA - COMMUNITY RELATIONS – Ceremonies.

For records documenting the conferring of awards (honours) Family Court staff members or teams in recognition of achievements (eg Australia Day awards), use AFDA – PERSONNEL – Performance Management

Entry	Description of records	Disposal action
19886	Records documenting the nomination and conferring of major awards on the Family Court by organisations and government agencies within Australia and internationally. Includes: <ul style="list-style-type: none"> • liaison with industry regarding the awards; • criteria for assessment; • applications/nominations; • certificates; • programs; • invitations; • guest lists; and • photographs. 	Retain as national archives
19924	Minor awards conferred on the Family Court by local agencies and bodies.	Destroy 20 years after award conferred
19925	Records documenting routine arrangements supporting the conferring of awards on the Family Court.	Destroy 2 years after action completed

Case Management Administration

The activities associated with the support and administration of the Family Court's case management processes. Includes the organisation of: information sessions for parties and their legal representatives; court hearings and trials eg allocation of dates, preparing and maintaining daily court lists, trial notices, appeal court lists; all conferences for cases involving financial and/or children's/parenting issues including but not limited to Case Assessment Conferences, Conciliation Conferences, Joint Conciliation Conferences, Child Dispute/Mediation Conferences and Pre-Trial Conferences; recording times, attendances and outcomes; and administrative records maintained in compliance with orders made by the Family Court.

Includes activities associated with the administration of child dispute services not included in case files.

Excludes case files.

For the filing of Notices of Appeal, pre-Argument Statements and Lists of Authorities etc, use FAMILY COURT SERVICES - Appeal Cases.

For processing requests for interpreter services, use FAMILY COURT SERVICES - Interpreter Services.

For processing application and hearing fees, use AFDA FINANCIAL MANAGEMENT - Payments.

For court lists published on websites, use AFDA PUBLICATIONS.

For records associated with the administration of the Court's electronic case management system, use AFDA TECHNOLOGY & TELECOMMUNICATIONS.

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19880	<p>Final versions of court lists. Includes lists for:</p> <ul style="list-style-type: none"> • divorce hearings; • specific applications; • defended cases for trial; • cases for accelerated trial; • long cases, where the trial is estimated to take 6 days or more; • defaulter cases; • Less Adversarial Trials; and • appeal hearings. <p>Excludes paper copies of court lists which can be recreated from electronic data.</p>	Retain as national archives
19881	Control records for individual cases, including indexes, cards or registers (eg appeal and family law case file registers).	Retain as national archives
61717	Judges', Judicial Registrar's and Registrars' benchbooks	Retain in agency custody at the discretion of the Judge
61740	<p>Records documenting the administration of cases. Includes:</p> <ul style="list-style-type: none"> • registers. For example, passport registers, location order registers, video link bookings; • listing diaries; • circuit audio recordings; • records associated with the inspection of files by parties, lawyers and other people with a proper interest approved by the Court; • administrative records relating to the management of judicial dockets; • judicial calendars; and • circuit schedules 	Destroy 10 years after last action
19883	Records relating to administrative arrangements for Court information sessions for parties that have commenced family law proceedings. Includes room bookings.	Destroy 3 years after last action
19884	Final information session content and records related to the development of content for Court information sessions.	Destroy 2 months after delivery of information session
19890	Records documenting administrative arrangements for child dispute services. Includes processing applications and allocations of family consultants, correspondence about appointments and arrangements and administration of supervised contact.	Destroy 10 years after action completed

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19972	Records relating to the administration of appeal trials. Includes correspondence to and from parties, inspection of files etc.	Destroy 10 years after last action

Child Care Services

The activities involved in arranging child care for external parties while they are on Court premises. Includes details of qualified child care staff, responding to requests for child care and coordinating child care services.

Entry	Description of records	Disposal action
19888	Register of child care workers.	Destroy 20 years after last entry
19889	Records documenting the provision of child care services. Includes: <ul style="list-style-type: none"> • requests for child care services; • availability of child care workers; and • child care bookings and records documenting attendances and times related to child care services. 	Destroy 1 year after case is finalised

Child Dispute Services

The activities associated with providing child dispute services to parties to help settle or narrow the issues in family disputes by agreement rather than a court hearing. Includes - Children and Parents Issues Assessments and activities involved in preparing family reports.

Includes all case-related counselling/mediation records, Children and Parents Issues Assessments and records maintained for counselling/mediation services which are not held on case files. Includes all records held on counselling flat files.

For managing the performance of a contracted-out mediation service, use AFDA – Contracting-out.

For administration of family dispute conferences use FAMILY COURT SERVICES - Case Management Administration.

Entry	Description of records	Disposal action
19891	Clinical notes and related counselling records for cases which are not added to the case file. Includes all case-related records held on counselling flat files.	Destroy 10 years after action completed
19893	Notes for preparation of Children and Parents Issues Assessments for the Child Responsive Program.	Destroy 2 months after case finalised (the later of conclusion of appeal period, conclusion of appeal or conclusion of subsequent rehearing)

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19897	Notes for preparation of Family Assessment Reports.	Destroy 14 months after case finalised (the later of conclusion of appeal period plus 12 months, conclusion of appeal or conclusion of subsequent rehearing)

Client Feedback

The process of handling stakeholder reaction to the Family Court's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public and suggestions from the judiciary, staff and the public to improve the services and processes of the Family Court and correspondence managed by the Family Court on behalf of the Federal Magistrates Court of Australia.

For correspondence with the Minister, use AFDA GOVERNMENT RELATIONS.

Entry	Description of records	Disposal action
19894	Records documenting the planning, monitoring and evaluation of service feedback.	Destroy 6 years after last action
19895	Records of suggestions, compliments and complaints received by the Court from clients and the general public and the management of response by the Court. Includes anonymous correspondence.	Destroy 6 years after last action
19896	Reports to senior managers concerning client feedback statistics, outcomes and actions taken.	Destroy 6 years after last action

FAMILY COURT SERVICES

Committees (Family Court of Australia)

The activities associated with the management of internal and external committees and forums, working parties and task forces. Includes committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

For forums and the meetings of individuals and groups that are not considered committees, use FAMILY COURT SERVICES - Meetings.

For Family Court representation on committees and similar bodies, use FAMILY COURT SERVICES - Representatives.

Entry	Description of records	Disposal action
19898	Records of external committees chaired by the Family Court and high level internal committees such as National Standing Committees, that have responsibility for making major decisions in support of the Family Court services function. For example, Family Law Forums, the Chief Justice's Policy Advisory Committee, the Court Management Group, National Case Management Committee, the Benchbook Committee and the Audit Committee Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; and • supporting documents such as briefing and discussion papers. 	Retain as national archives
19899	Records documenting committee meetings attended by Court staff, where discussion includes matters of family law interest.	Destroy 10 years after action completed
19900	Records of internal lower level committees and task forces formed to consider specific matters relating to the Family Court services function. For example, the Family Court's Staff Development Committee and the National Consultative Committee. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; and • supporting documentation such as briefing and discussion papers. 	Destroy 10 years after action completed

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19904	<p>Records documenting the conduct and administration of all committees which consider matters relating to the Family Court services function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • agenda; • notices of minutes; • draft minutes; • working papers; • catering forms; and • room bookings. 	Destroy 10 years after action completed

Conferences (Family Court of Australia)

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

For addresses or presentations given at a conference, use FAMILY COURT SERVICES - Addresses (Family Court of Australia).

For published Court-arranged conference proceedings, use AFDA PUBLICATIONS - Production.

For travel and accommodation made for staff to attend conferences, use AFDA STAFF DEVELOPMENT - Arrangements.

Entry	Description of records	Disposal action
19901	<p>Records documenting conferences arranged by the Court to support the Family Court services function. Includes:</p> <ul style="list-style-type: none"> • program development; • invitations to speakers; • promotion activities; • registrations; • venue bookings; • reports commenting on and assessing Court arranged conferences; and • attendance by Family Court staff. 	Destroy 7 years after action completed
19902	<p>Unpublished proceedings and reports, speeches and papers from Court-arranged conferences to support the Family Court services function.</p>	Destroy 7 years after action completed

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19903	Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> • conference program; • promotional material; • conference registration forms; • copies of published proceedings and official reports; • invitations; and • reports commenting on and assessing the conference. 	Destroy when reference ceases

Court Reporting Services

The activities involved in recording evidence of family court proceedings. Includes transcription services.

For managing the provision of transcription services, use AFDA PROCUREMENT - Contracting-out.

For records documenting ceremonial sittings (except for audio/audio-visual recordings and transcripts), use FAMILY COURT SERVICES - Judicial Appointments.

For court lists published on family law websites, use AFDA PUBLICATION - Production.

Entry	Description of records	Disposal action
19905	Published records, ordered by the Court, documenting the recording of evidence of court hearings. Includes transcripts, judgements and audio/audio-visual recordings of ceremonial sittings.	Retain as national archives
19906	Records documenting the recording of spoken evidence of contested court hearings which are not published. Includes: <ul style="list-style-type: none"> • audio/audio-visual recordings • electronic versions of transcript and judgement. 	Destroy 10 years after recording is made
19907	Records documenting the administration of recording evidence of court hearings, such as registers, records associated with the management, storage and retrieval of audio/audio-visual recordings, transcripts and judgements.	Destroy 10 years after recording is made
19912	Records relating to requests for transcripts or judgements of proceedings.	Destroy 10 years after recording is made

FAMILY COURT SERVICES

Enquiries (Family Court of Australia)

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

For investigations or inquiry by parliamentary committees, use AFDA GOVERNMENT RELATIONS - Inquiries.

For records relating to requests for transcripts and judgement, use FAMILY COURT SERVICES - Court Reporting Services.

Entry	Description of records	Disposal action
19908	Records documenting the handling of public enquiries about the Court and its services, products and fees. Includes referrals to external services.	Destroy 6 years after action completed
19909	Records documenting the management of the Court's enquiry services. Includes planning, monitoring and evaluation of services eg carrying out customer surveys, statistical reports. Includes records of the National Enquiry Centre.	Destroy 6 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.

For managing the performance of contracted-out evaluation services, use AFDA PROCUREMENT - Contracting-out.

For evaluation of training materials, use FAMILY COURT SERVICES - Training Services.

Entry	Description of records	Disposal action
19910	Records documenting the evaluation of significant projects relating to potential or existing Family Court services, procedures or systems that leads to a change of family law legislation, regulations, rules and/or policy. Includes working papers, documents establishing the need for an evaluation, final report and recommendations.	Retain as national archives
19911	Records documenting the evaluation of less significant projects relating to potential or existing Family Court services, procedures or systems that does not lead to a change of family law legislation, regulations, rules and/or policy. Includes working papers.	Destroy 10 years after evaluation completed

FAMILY COURT SERVICES

Family Law Cases

The process of managing and deciding family law cases in relation to divorce, parenting and access matters, property, financial and child support matters. Includes application and filing activities, court counselling and mediation, conciliation, discontinuances, offers of settlement, the making and issuing of orders and judgements.

For managing and processing appeals, use FAMILY COURT SERVICES - Appeal Cases.

For administrative and support activities (including case file registers/indexes) in relation to family law cases, use FAMILY COURT SERVICES - Case Management Administration.

Entry	Description of records	Disposal action
19887	Records relating to cases, comprising: <ul style="list-style-type: none"> • initiating applications and applications in a case, including applications for divorce, consent orders and Hague Convention; • certificate of Divorce/Decree Nisi of Dissolution of Marriage; • summaries of arguments; • copies of Certificates of Marriage and Birth that were not issued in Australia; • orders of the Court (including final orders, interim orders, short minutes of orders, minutes of consent orders, orders dispensing with service, other court orders), including draft orders where no final orders are held; and • judgements. 	Retain as national archives

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19892	<p>All records relating to individual cases files, other than records identified as “retain as national archives”. Includes but not confined to:</p> <ul style="list-style-type: none"> • pre-filing activities required by the Court; • transcripts and records of proceedings; • affidavits; • valuations in relation to superannuation or other assets; • financial statements; • family reports (whether released or not); • completed questionnaires (eg for Less Adversarial Trials); • translations of documents into English; • compliance certificates; • undertakings (eg as to disclosure); • list of exhibits; • joint case summaries; • notices (eg of addresses for service, discontinuance); • correspondence; • cases withdrawn; • copies of Marriage Certificates issued in Australia; • solicitor and client costs dispute records; • court counselling and mediation records held on the case file; • registered parenting plans; • agreements (eg revoking registered parenting plans); • expert reports; • benchsheets; • outcome sheets; • witness records; • handwritten minutes; • Judicial notes; and • all other documents maintained in case files. 	Destroy 10 years after action completed
20122	<p>All records relating to individual cases not maintained in case files. Includes but not confined to:</p> <ul style="list-style-type: none"> • information provided in response to location orders; • offers of settlement; and • requests for documents. 	Destroy 5 years after action completed

FAMILY COURT SERVICES

Implementation (Family Court of Australia)

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. Includes first aid treatment.

Entry	Description of records	Disposal action
19913	Records documenting the implementation of significant plans, policies and procedures relating to the Family Court services function. Includes working papers.	Retain as national archives
19914	Records documenting the implementation of less significant plans, policies and procedures relating to the Family Court services function.	Destroy 7 years after superseded
19915	Working papers and supporting material used for developing policies, plans and procedures relating to the Family Court services function. Includes statistics, drafts, comments and correspondence.	Destroy 7 years after superseded

International Relations

Records relating to international relations between the Family Court and foreign governments and overseas Courts – For example overseas court visits, cooperative efforts and collaboration between the Family Court and overseas courts such as Canada, New Zealand, the United Kingdom and Indonesian religious courts.

For records relating to the administration of travel overseas, use FAMILY COURT SERVICES - Travel and Transport Arrangements.

For advice relating to addresses delivered overseas, use FAMILY COURT SERVICES – Addresses (Family Court of Australia).

For advice records relating to advice given to foreign Courts and Governments, use FAMILY COURT SERVICES - Advice.

For attendance by the judiciary and court staff at conferences held overseas related to Family Court services, use FAMILY COURT SERVICES - Conferences.

Entry	Description of records	Disposal action
19916	Records documenting activities undertaken with foreign Governments and/or overseas courts which have significant impact or importance for family law services or relations.	Retain as national archives
19917	Records documenting activities undertaken with foreign Governments and/or overseas courts which do not have significant impact or importance for family law services or relations.	Destroy 10 years after last action

FAMILY COURT SERVICES

Interpreter Services

The activities involved in arranging and coordinating interpreting services for parties involved in resolving or determining family disputes. Includes processing requests for interpreting services, arranging interpreter bookings, maintaining attendance records and checking and reconciling invoices against interpreter attendance records and booking slips.

For complaints about interpreter services, use FAMILY COURT SERVICES - Client Feedback.

For managing the performance of contracted-out interpreter services, use AFDA PROCUREMENT - Contracting-out.

For payment of external interpreter services, use AFDA FINANCIAL MANAGEMENT - Payments.

Entry	Description of records	Disposal action
19926	Records documenting requests for interpreter services other than records maintained on case files.	Destroy 2 years after action completed
19927	Records of interpreter services bookings, appointment and attendance records. Excludes records associated with payments for interpreter services.	Destroy 2 years after action completed

Joint Ventures (Family Court of Australia)

The activities involved in managing joint operations between the Family Court and other Courts, or organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes Family Court ventures with the private sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

Entry	Description of records	Disposal action
19928	Records documenting Family Court joint venture agreements of major significance to the Family Court or the Commonwealth. Joint ventures may be of major significance if, for example, they are ventures with other jurisdictions or courts, ventures that are controversial, are the subject of extensive debate, or arouse widespread interest. Includes: <ul style="list-style-type: none"> • final signed versions of agreements, memorandums of understanding, service level agreements eg with the Federal Magistrates Court, Family Court of Western Australia; • working papers related to the establishment, negotiation and management of the joint venture agreements. 	Retain as national archives
19929	Final versions of other joint venture agreements or contracts that are not of major significance, are not controversial, are not the subject of extensive debate.	Destroy 7 years after completion or other termination of agreement or contract
19930	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts that are not of major significance, are not controversial, are not the subject of extensive debate.	Destroy 7 years after completion or other termination of agreement or contract

Judicial Appointments

Activities involving judicial officers of the court, including judges, judicial registrars and senior registrars. Includes appointments, chambers establishment and induction, professional development, separations.

FAMILY COURT SERVICES

NOTE: ORIGINAL RECORDS FOR APPOINTMENTS, SEPARATIONS AND ENTITLEMENTS HELD BY ATTORNEY-GENERAL'S DEPARTMENT

For recordings and transcripts of ceremonial sittings, use FAMILY COURT SERVICES - Court Reporting Services.

For records relating to compensation claims and cases for judicial officers, use AFDA COMPENSATION.

Entry	Description of records	Disposal action
19931	Records documenting the development and establishment of appointments management proposals. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final proposal documents. 	Retain as national archives
19932	Records documenting submissions made to the Minister and other bodies/agencies supporting the appointments management function eg annual submission to the Remuneration Tribunal on Judges' pay and allowances.	Retain as national archives
19933	Records documenting the arrangement and administration of ceremonial sittings of judicial officers.	Retain as national archives
19934	Original records held by the Family Court relating to long service leave and parental leave, pay and conditions for individual judicial officers.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
19935	Original records documenting administrative tasks supporting judicial appointments, including leave other than long service leave and parental leave, separations, salaries and allowances, insurance, moving, security and separations.	Destroy 10 years after action completed
19936	Copies of records documenting appointment, conditions of service, entitlements, privileges, authorisations and responsibilities relating to judicial officers, where original records are held by the Attorney-General's Department.	Destroy 10 years after separation of judicial officer
19937	Records documenting the development of educational programs for judicial officers. Includes reports.	Destroy 10 years after separation of judicial officer

FAMILY COURT SERVICES

Legislation (Family Court of Australia)

The activities involved with drafting and publishing Rules, Case Management Directions and Practice Directions made under Commonwealth Acts and other legislative instruments and amendments. Includes editing and making arrangements for printing, gazettal and tabling of instruments and arranging and executing electronic publication and distribution. Also includes preparation of documents produced by or for agencies eg Impact Statements, Explanatory Statements.

For records documenting the development of the legislative requirements, use AFDA STRATEGIC MANAGEMENT – Legislation.

Entry	Description of records	Disposal action
19938	Records documenting new legislation and changes to existing legislation under the responsibility of the Court including final versions of: <ul style="list-style-type: none"> • rules; • case management directions/guidelines; • practice directions; • impact statements; and • explanatory statements. Also includes major drafts, consultations, research papers and approvals.	Retain as national archives
19939	Working papers associated with draft legislation managed by the Family Court and records documenting the development of new Rules and changes to existing rules, case management directions/guidelines, impact and explanatory statements.	Destroy 10 years after last action

Liaison (Family Court of Australia)

The activities associated with maintaining regular general contact between the Family Court and other government agencies, professional associations, professionals in related fields and community groups about Family Court services. Includes sharing of informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For provision of advice, use FAMILY COURT SERVICES - Advice.

For formal liaison with the Minister and Government Agencies, use AFDA GOVERNMENT RELATIONS.

Entry	Description of records	Disposal action
19940	Records documenting regular, ongoing liaison activities undertaken with external bodies and organisations such as government, industry, representative bodies and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation. Includes liaison with the Australian Federal Police, Child Support Agency etc.	Destroy 3 years after last action

FAMILY COURT SERVICES

Meetings (Family Court of Australia)

The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the Family Court etc. Includes arrangements, agenda, taking of minutes etc.

For the meetings of committees and task forces, use FAMILY COURT SERVICES - Committees.

Entry	Description of records	Disposal action
19941	Final version of minutes and supporting documents tabled at meetings held to support the Family Court services function. Includes meetings held with external organisations, administration of cases and case management meetings to discuss workloads.	Destroy 5 years after action completed

Planning (Family Court of Australia)

The process of formulating ways in which objectives can be achieved in relation to the delivery of Family Court services. Includes the determination of programs, services, needs and solutions to those needs.

For records related to the strategic management of the Family Court, use AFDA STRATEGIC MANAGEMENT - Planning.

Entry	Description of records	Disposal action
19942	Final versions of Family Court plans for significant programs, services and operations (eg strategic and business plans) formulated to support the Family Court services function.	Retain as national archives
19943	Final versions of plans for less significant programs, services and operations (eg local plans) formulated to support the Family Court services function.	Destroy 7 years after action completed
19944	Working papers documenting the development of planning in relation to the Family Court services function. Includes <ul style="list-style-type: none"> • records showing input into plans, comments received and drafts • records documenting the development of service charters and directives relating to the provision of services to the Family Court's clients. Includes copies of internal directives and charters. 	Destroy 7 years after action completed

Policy (Family Court of Australia)

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

Entry	Description of records	Disposal action
19945	Records documenting the development and establishment of Court policies in relation to the practice and business of the Family Court of Australia. Includes: <ul style="list-style-type: none"> • research papers; • supporting reports; • major drafts; • results of consultations; and • final policies. 	Retain as national archives

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19946	Working papers documenting the development and establishment of Court policies in relation to practice and business of the Family Court of Australia. Includes: <ul style="list-style-type: none"> • draft policy proposals; • research material; • supporting data and information; • minor drafts; and • records of consultations. 	Destroy 7 years after last action

Procedures (Family Court of Australia)

Standard methods of operating laid down by the Family Court according to formulated policy.

For judicial benchbooks, use FAMILY COURT SERVICES – Case Management Administration.

Entry	Description of records	Disposal action
19947	Final version of Court procedures supporting the Family Court services function. Includes guidelines.	Destroy 20 years after procedures are superseded
19965	Records documenting the development of procedures supporting the Family Court services function.	Destroy 1 year after production of procedures

Reporting (Family Court of Australia)

The processes associated with initiating or providing a formal response to a situation or request (either external, internal, or as a requirement of corporate policies) relating to the Family Court services function 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.

For the preparation of Family Reports, use FAMILY COURT SERVICES - Child Dispute Services.

For other case-related reports such as expert reports use, FAMILY COURT SERVICES - Family Law Cases.

Entry	Description of records	Disposal action
19966	Final version of internal reports and reports made to external organisations relating to the Family Court services function, and dealing with issues of significant value. Issues of significant value may include, for example, those that are the subject of extensive debate, arouse widespread interest, or are controversial.	Retain as national archives
19967	Final version of internal reports and reports made to external organisations relating to the Family Court services function, and dealing with issues that are not of significant value. Non-significant issues may include those that are not the subject of extensive debate, that do not arouse widespread interest, or are not controversial	Destroy 5 years after action completed
19968	Final version of periodic reports on administrative matters used to monitor and document recurring activities to support the Family Court services function. Includes the collection and reporting of case research information.	Destroy 3 years after action completed

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Entry	Description of records	Disposal action
19969	Working papers documenting the development of all internal and external reports supporting the Family Court services function. Includes all drafts and comments received.	Destroy 3 years after action completed
19970	Reports which compile or contain responses to surveys carried out to support the Family Court services function.	Destroy 3 years after action completed

Representatives (Family Court of Australia)

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the Family Court, Family Court staff or the judiciary as official representatives to organisations, offices, unions, interagency committees and other committees including workers participation committees, taskforces, councils, forums or groups. Includes Family Court legal representatives.

For legal advice furnished to the Family Court by internal or external bodies, use AFDA LEGAL SERVICES – Advice.

For activities associated with the management of committees, use FAMILY COURT SERVICES – Committees.

Entry	Description of records	Disposal action
19971	Records documenting the nomination, appointment and resignation and/or termination of staff members on taskforces, committees, working groups etc.	Destroy 5 years after end of appointment

Research (Family Court of Australia)

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc.

For research into the formulation of policy, use FAMILY COURT SERVICES - Policy

For records relating to inquiries such as Parliamentary Committee inquiries and Royal Commissions etc, use AFDA GOVERNMENT RELATIONS - Inquiries.

For records relating to research conducted for the preparation of submissions by the Family Court, use FAMILY COURT SERVICES - Submissions.

Entry	Description of records	Disposal action
19948	Records documenting research carried out to support the Family Court services function.	Destroy 5 years after research is completed

FAMILY COURT SERVICES

Reviewing (Family Court of Australia)

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems which support the delivery of Family Court services. Includes recommendation and advice resulting from these activities.

For initial evaluation and monitoring including the evaluation of programs and services and post-implementation review and evaluation of significant projects, use FAMILY COURT SERVICES – Evaluation.

For establishment reviews and restructuring, use AFDA ESTABLISHMENT- Restructuring or Reviewing.

For property reviews, use AFDA PROPERTY MANAGEMENT - Reviewing.

For information technology reviews, use AFDA TECHNOLOGY AND COMMUNICATIONS - Reviewing.

Entry	Description of records	Disposal action
19949	Records documenting reviews of Family Court services, standards and systems. Includes documents establishing the review, final report and action plan.	Destroy 15 years after action completed
19950	Working papers documenting reviews of Court services, standards and systems.	Destroy 10 years after action completed

Security

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

For managing the performance of contracted-out security activities, use AFDA PROCUREMENT - Contracting-out.

For breaches involving information, use AFDA INFORMATION MANAGEMENT - Security.

For breaches involving equipment, use AFDA EQUIPMENT & STORES - Security.

For breaches involving technology, use AFDA TECHNOLOGY & TELECOMMUNICATIONS - Security.

For policy on Court security, use FAMILY COURT SERVICES - Policy.

For tendering the provision of security services, use AFDA PROCURMENT - Tendering.

Entry	Description of records	Disposal action
19951	Records documenting major security breaches or incidents such as those that cause serious injury or death, or cause serious damage to Family Court property or which lead to Family Court-wide reviews and reforms to safety and security measures. Includes: <ul style="list-style-type: none"> • security reports; • records of investigations; and • liaison with law-enforcement agencies. 	Retain as national archives

FAMILY COURT SERVICES

Entry	Description of records	Disposal action
19952	Records documenting minor Court security breaches or incidents which do not cause serious injury or death, or do not cause serious damage to Family Court property and do not result in Family Court-wide reviews and reforms to safety and security measures Includes : <ul style="list-style-type: none"> • security reports; • records of investigations; and • liaison with law-enforcement agencies. 	Destroy 5 years after incident or case is finalised, whichever is the later
19953	Records identifying and documenting potential security concerns before and during Court events. Includes measures taken to protect parties, judges and Court staff.	Destroy 5 years after incident or case is finalised, whichever is later
19954	Records documenting guarding, surveillance and patrol operations of registries and Court rooms. Includes rosters and security reports.	Destroy 2 years after last action

Standards (Family Court of Australia)

The process of implementing government, industry or Family Court benchmarks for services and processes to enhance the quality and efficiency of the Family Court.

Entry	Description of records	Disposal action
19955	Records documenting the development and implementation of standards in relation to the Family Court services function. Includes case management time standards.	Destroy 7 years after standard is superseded or in accordance with recordkeeping requirements prescribed by the standard
19956	Guidelines and other directions supporting the implementation of standards relating to the Family Court services function.	Destroy 7 years after standard is superseded or in accordance with recordkeeping requirements prescribed by the standard

FAMILY COURT SERVICES

Submissions (Family Court of Australia)

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

For submissions made by the Court to formal government inquiries use, AFDA GOVERNMENT RELATIONS - Inquiries.

For cabinet submissions made by the Court, use AFDA GOVERNMENT RELATIONS - Submissions.

Entry	Description of records	Disposal action
19957	Submissions made to or from the Family Court of Australia relating to family law, case law and functional responsibilities of the Court, concerning controversial issues with far reaching social, economic and international implications. Includes background and briefing material, working papers, drafts and comments received.	Retain as national archives
19958	Submissions made or received on issues relating to the Court's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the Court. Includes submissions concerning administrative matters. Includes background and briefing material, working papers, drafts and comments received.	Destroy 10 years after action completed

Training Services

The activities associated with all aspects of providing training to external organisations. Includes designing, developing, implementing, assessing and delivery of customised training programs.

For training delivered to Family Court staff, use AFDA STAFF DEVELOPMENT - Training.

For published training material produced by/for the court, as well as the act of publishing, use AFDA PUBLICATION.

Entry	Description of records	Disposal action
19959	Training material for courses run by or on behalf of the Family Court for external agencies, organisations or professional associations. Includes: <ul style="list-style-type: none"> • programs; • lecture notes; • hand-outs; and • audio/audio-visual material. 	Destroy 3 years after action completed
19960	Reports which evaluate training material for courses run by or on behalf of the Family Court for external agencies, organisations or professional associations.	Destroy 3 years after action completed
19961	Working papers documenting the development of training material for courses run by or on behalf of the Family Court for external agencies, organisations or professional associations.	Destroy 3 years after action completed

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Entry	Description of records	Disposal action
19962	Records detailing administrative arrangements supporting the conduct of training courses run by or on behalf of the Family Court for external agencies, organisations or professional associations. Includes: <ul style="list-style-type: none"> • processing applications; • venue bookings; • hire of equipment; • catering; and • copies of financial records. 	Destroy 3 years after action completed
19963	Records detailing attendance at courses run for external organisations.	Destroy 3 years after action completed

Travel and Transport Arrangements

The activities involved in arranging for a journey or trip for judicial officers and non-APS employees. 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.

For travel and accommodation made for APS staff to undertake work-related travel, use AFDA PERSONNEL - Arrangements.

For travel and accommodation made for APS staff to travel for staff development, use AFDA STAFF DEVELOPMENT - Arrangements.

Entry	Description of records	Disposal action
19964	Records documenting arrangements for judicial officers and non-APS employees to undertake a journey or trip for work related reasons. <p>Includes:</p> <ul style="list-style-type: none"> • arrangements for obtaining official passports and visas; • preparing travel itineraries; • travel/transport authorisations; and • entitlements etc <p>Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p>	Destroy 2 years after action completed
