

**Disposal Schedule  
for  
Functional Records of the  
Tasmanian Corrective Service**

**Disposal Authorisation No. 2230**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

Archives legislation	page 6
Schedule elements and arrangement	page 6
Review of the Schedule	page 6
Contacts	page 6

### **AUTHORISATION**

page 7

### **INTERPRETATION**

Definitions	page 8
Coverage	page 8
Preservation of records	page 8
Permanent records	page 8
Temporary records	page 8
Destruction of records	page 9
Right to Information	page 9
Personal Information Protection	page 9
Other investigations and inquiries	page 9
Records relating to indigenous people	page 9
Native title	page 9
Registration of destruction	page 9

### **FUNCTIONS**

#### **01.00.00 INMATE MANAGEMENT**

01.01.00	Admissions	page 10
01.02.00	Authorisations	page 10
01.03.00	Case management	page 11
01.04.00	Classification (Inmate)	page 14
01.05.00	Committees	page 14

01.06.00	Incidents	page 14
01.07.00	Inmate Accounts	page 15
01.08.00	Inmate Control and Security	page 15
01.09.00	Inmate Health Management	page 16
01.10.00	Inmate Registration	page 17
01.11.00	Parole	page 17
01.12.00	Policy	page 17
01.13.00	Prison Offences	page 18
01.14.00	Procedures	page 18
01.15.00	Remissions	page 18
01.16.00	Reporting	page 18
01.17.00	Sentencing	page 19
01.18.00	Standards	page 19
01.19.00	Surveillance	page 19
01.20.00	Transfers	page 20
01.21.00	Victims	page 20

**02.00.00 INMATE PROGRAMS**

02.01.00	Advice	page 21
02.02.00	Agreements	page 22
02.03.00	Audit	page 22
02.04.00	Committees	page 22
02.05.00	Community Consultation	page 23
02.06.00	Compliance	page 23
02.07.00	Contracting-Out	page 23
02.08.00	Donations	page 24
02.09.00	Enquiries	page 24
02.10.00	Evaluation	page 24
02.11.00	Exhibitions	page 25
02.12.00	Inmate Programs and Services	page 25

02.13.00	Policy	page 26
02.14.00	Procedures	page 26
02.15.00	Program Proposals	page 27
02.16.00	Reporting	page 27
02.17.00	Tendering	page 27
02.18.00	Training Registration	page 28

**03.00.00 PRISON INDUSTRIES**

03.01.00	Agreements	page 29
03.02.00	Business Development	page 30
03.03.00	Committees	page 30
03.04.00	Compliance	page 30
03.05.00	Contracting-In	page 31
03.06.00	Contracting-Out	page 31
03.07.00	Corporate Identity	page 32
03.08.00	Customer Reaction	page 32
03.09.00	Customer Service	page 33
03.10.00	Employment Plans	page 33
03.11.00	Industry Operations	page 33
03.12.00	Inspections	page 34
03.13.00	Marketing	page 34
03.14.00	Policy	page 35
03.15.00	Procedures	page 35
03.16.00	Reporting	page 35
03.17.00	Risk Management	page 36
03.18.00	Standards	page 36
03.19.00	Tendering	page 36
03.20.00	Tendering-In	page 37

<b>04.00.00</b>	<b>PRISON MANAGEMENT</b>	
04.01.00	Addresses	page 38
04.02.00	Advice	page 38
04.03.00	Committees	page 39
04.04.00	Community Consultation	page 39
04.05.00	Complaints	page 40
04.06.00	Compliance	page 42
04.07.00	Contracting Out	page 42
04.08.00	Emergency Management	page 43
04.09.00	Incidents	page 43
04.10.00	Intelligence	page 44
04.11.00	Investigations	page 44
04.12.00	Issues	page 45
04.13.00	Liaison	page 45
04.14.00	Policy	page 45
04.15.00	Prison Offences	page 46
04.16.00	Procedures	page 46
04.17.00	Project Management	page 46
04.18.00	Reporting	page 47
04.19.00	Research	page 48
04.20.00	Resource Development	page 48
04.21.00	Risk Management	page 48
04.22.00	Security	page 49
04.23.00	Specialist Training	page 49
04.24.00	Tendering	page 50
04.25.00	Training Registration	page 51
04.26.00	Visits	page 51

## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au), Phone 03 6165 5581

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2230**

**Title:** Disposal Schedule for Functional Records of the Tasmanian Corrective Service

**Authorisation:**

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>	<b>Sections</b>
3.0	29-07-2015	Christine Woods	Template	All
2.0	15-02-2008	TAHO	Amendment	All
1.0	16-11-2006	TAHO	Initial Release	All

**Amendments in this Release**

<b>Section Title</b>	<b>Section Number</b>	<b>Amendment Summary</b>
All	All	Document imported into new template

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The *Archives Act 1983* establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers functional records of Tasmanian Corrective Service.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Tasmanian Archive & Heritage Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.



## **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

## **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

## **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

## **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

## **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

## **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

## **Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

<p><b>01.00.00</b></p>	<p><b>INMATE MANAGEMENT</b></p> <p>The function of the ensuring the safe and secure management and control of prisoners and detainees whilst in the custody of a correctional facility, and secure transport between prison facilities and some courts. The management of inmates involves providing safe and secure custody including arrival in custody, recording identification data, storing inmates' property, prisoner security classification, managing incidents in prison including related prison offences and discipline, maintaining security through monitoring and surveillance operations, basic health management and hygiene, managing inmate monies, and administering aspects of prisoners' sentences including remissions and transfers.</p> <p>Correctional facilities include Risdon Prison (including the Prison Hospital), Hayes Prison Farm, Hobart Reception Prison and Launceston Reception Prison.</p> <p><b>Note:</b> A detainee is a person, other than a prisoner, who is subject to a court order by which he or she is remanded or otherwise committed to prison.</p> <p><b>Note:</b> Medical services provided by the Prison Hospital and related records are managed by the government agency responsible for health.</p> <p><u>See 02.00.00 for the development of programs to assist in the rehabilitation and personal development of inmates.</u></p>	
<p><b>01.01.00</b></p>	<p><b>Admissions (INMATE MANAGEMENT)</b></p> <p>The process of receiving inmates into custody including sentenced prisoners, detainees and those on remand.</p> <p><u>See 01.03.00 for assessments and interviews with individual inmates.</u></p> <p><u>See 01.08.00 for property held by an inmate on arrival and placed in store or signed out to an approved person at the inmate's request.</u></p> <p><u>See 01.10.00 for collection of personal identification information and biometric data (physical traits) on the Custodial Information System.</u></p>	
<p>01.01.01</p>	<p>Register of inmates received into and released from custody.</p>	<p>PERMANENT</p>
<p>01.01.02</p>	<p>Records documenting persons received into custody in watch-houses on behalf of the police.</p> <p><u>See 01.10.00 for all other inmates taken into the custody of the prison service.</u></p> <p><u>See DA No. 2157 10.00.00 for breaches that result in litigation.</u></p> <p><u>See DA No. 2157 10.07.00 for infringements of rules.</u></p>	<p>TEMPORARY Destroy 6 months after action completed.</p>
<p>01.01.03</p>	<p>Records relating to routine organisational arrangements on reception and induction of inmates other than those in 01.01.02.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p><b>01.02.00</b></p>	<p><b>Authorisations (INMATE MANAGEMENT)</b></p> <p>The process of seeking and granting permission to undertake a requested action.</p> <p><b>Note:</b> Authorisations are placed on individual inmate records, consolidated copies or accountable authorisation books should be classified under this heading.</p>	
<p>01.02.01</p>	<p>Registers of authorisations of significant events relating to inmates including:</p> <ul style="list-style-type: none"> <li>• marriages</li> <li>• transfers</li> </ul>	<p>PERMANENT</p>

<p>01.02.02</p>	<p>Register of authorisations of routine events relating to inmates including:</p> <ul style="list-style-type: none"> <li>• court attendance</li> <li>• computer use</li> <li>• gate passes</li> <li>• use of interpreters</li> <li>• leave permits</li> <li>• outside work</li> <li>• contact telephone numbers approved.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>																
<p>01.03.00</p>	<p><b>Case Management (INMATE MANAGEMENT)</b></p> <p>The activities involved in managing individual inmates (prisoners or detainees) in custody and providing opportunities for rehabilitation and personal development. Custodial case records vary depending on the nature of the prisoner’s offence and the length of the sentence, the remandees charge or the reason for detention. Case management involves: assessment and interview on admission, security classification, allocation of clothing and other essentials, property registration, approved items of property in cells, approved visitors and telephone numbers, any offences committed in prison, transfers, leave authorisations, results of searches, copies of mail received, letters to the Director in relation to the inmate, requests from the inmate, prison employment and education records, and notification of release or parole. Tip: create a separate file for each individual by name.</p> <p><b>Note:</b> To ensure inmate’s privacy and safety, some sensitive information must not be placed on the case management record. Create a separate CASE MANAGEMENT (SECURITY) record.</p> <p><b>SAMPLING NOTE:</b> The samples in the following classes <b>MUST</b> be selected in the same order as the numeric sequence of classes (i.e. 01.03.01 women’s cases; 01.03.02 men’s cases; 01.03.03 all inmate’s ‘exceptional’ cases for major crimes not already selected; 01.03.04 all inmates ‘exceptional’ cases for prison experience or precedent cases).</p> <p><u>See 01.07.00 for the history of inmate accounts while in custody.</u></p> <p><u>See 01.10.00 for summary information on inmates.</u></p> <p><u>See 04.05.00 for records of any complaints by inmates.</u></p>																	
<p>01.03.01</p>	<p>Case records for a random sample of inmates admitted to the women’s prison each year and based on the following sampling strategy.</p> <p>Generate a list of random numbers (i.e. 20, 32, etc.) using Excel or a scientific calculator. Select the files in file number sequence, based on the random numbers. Generate a different set of random numbers for each annual selection.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Population (total number of items to be sampled from)</th> <th style="text-align: left;">Sample size</th> </tr> </thead> <tbody> <tr> <td>• less than 50</td> <td>retain all records</td> </tr> <tr> <td>• 51-90</td> <td>20</td> </tr> <tr> <td>• 91-150</td> <td>32</td> </tr> <tr> <td>• 151-280</td> <td>50</td> </tr> <tr> <td>• 281-500</td> <td>80</td> </tr> <tr> <td>• 501-1200</td> <td>125</td> </tr> <tr> <td>• 1201-3200</td> <td>200</td> </tr> </tbody> </table>	Population (total number of items to be sampled from)	Sample size	• less than 50	retain all records	• 51-90	20	• 91-150	32	• 151-280	50	• 281-500	80	• 501-1200	125	• 1201-3200	200	<p>PERMANENT</p>
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<p>01.03.02</p>	<p>Case records for a random sample of inmates admitted to the men’s prison each year and based on the following sampling strategy. Generate a list of random numbers (i.e. 20, 32, etc.) using Excel or a scientific calculator. Select the files in file number sequence, based on the random numbers. Generate a different set of random numbers for each annual selection.</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Population (total number of items to be sampled from)</th> <th style="text-align: left;">Sample size</th> </tr> </thead> <tbody> <tr> <td>• less than 50</td> <td>retain all records</td> </tr> <tr> <td>• 51-90</td> <td>20</td> </tr> <tr> <td>• 91-150</td> <td>32</td> </tr> <tr> <td>• 151-280</td> <td>50</td> </tr> <tr> <td>• 281-500</td> <td>80</td> </tr> <tr> <td>• 501-1200</td> <td>125</td> </tr> <tr> <td>• 1201-3200.</td> <td>200</td> </tr> </tbody> </table>	Population (total number of items to be sampled from)	Sample size	• less than 50	retain all records	• 51-90	20	• 91-150	32	• 151-280	50	• 281-500	80	• 501-1200	125	• 1201-3200.	200	<p>PERMANENT</p>
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<p>01.03.03</p>	<p>Case records of inmates (men or women) not selected in classes 01.03.01 or 01.03.02 and who were:</p> <ul style="list-style-type: none"> <li>• declared a dangerous criminal</li> </ul> <p>or convicted of:</p> <ul style="list-style-type: none"> <li>• murder</li> <li>• attempted murder</li> <li>• manslaughter (including vehicular manslaughter, death by dangerous driving)</li> <li>• the following sex offences – rape, incest and offences against juveniles</li> <li>• armed robbery or extortion</li> <li>• major illicit drug offences</li> <li>• major fraud and deception</li> <li>• arson</li> <li>• major offences against justice.</li> </ul>	<p>PERMANENT</p>																
<p>01.03.04</p>	<p>Case records of inmates (men or women) not selected in 01.03.01, 01.03.02 or 01.03.03:</p> <ul style="list-style-type: none"> <li>• who died in custody</li> <li>• who are juveniles held in an adult prison (Tasmania has no juvenile prison; juveniles are moved to Risdon when youth detention is deemed unsuitable)</li> <li>• where cases (either the crimes or the inmate’s prison experience/record) attracted a high level of public interest</li> <li>• precedent cases or cases identified by the Director of Prisons or the State Archivist,</li> </ul> <p>or where the inmate was involved in:</p> <ul style="list-style-type: none"> <li>• achieving a high or exceptional level of education or training while in prison</li> <li>• experimental or innovative rehabilitation programs (e.g. sex offenders programs, indigenous programs etc.)</li> <li>• a Category I incident as set out in the Director’s Standing Orders (DSO), whether involved as a perpetrator or victim.</li> <li>• Category I includes serious incidents such as:             <ul style="list-style-type: none"> <li>• deaths, serious assault or serious injury</li> <li>• actual or attempted escapes or breaches of the prison</li> <li>• serious threats to persons or property such as riots, hostage taking, fire or any other significant threats to security.</li> </ul> </li> </ul>	<p>PERMANENT</p>																

01.03.05	Records relating to all other inmates, other than those in 01.03.01, 01.03.02, 01.03.03, or 01.03.04.	<p>TEMPORARY                  Destroy 7 years after sentence expires.  <b>Note:</b> <i>The sentence expires at the end of the period for which the prisoner was sentenced, including any resentencing, not the date of release.</i></p>
01.03.06	Register of destruction of biometric data including registration of requests for destruction of data.	PERMANENT
01.03.07	<p>Biometric records of inmates released without conviction by a court or acquitted of the charge on which they were imprisoned including:</p> <ul style="list-style-type: none"> <li>• photographs</li> <li>• finger prints</li> <li>• palm prints.</li> </ul> <p>Biometric records (photographs) are held on individual inmate paper files and in the inmates' register (now the Custodial Information System database).</p> <p><i>See 01.03.06 for a register of destruction of biometric records.</i></p>	<p>TEMPORARY                  Destroy as soon as practicable after release or acquittal.</p>
01.03.08	<p>Biometric records of former inmates who have successfully applied to have their biometric records destroyed including:</p> <ul style="list-style-type: none"> <li>• photographs</li> <li>• finger prints</li> <li>• palm prints.</li> </ul> <p><i>See 01.03.01 to 01.03.05 for records documenting the application for destruction and assessment including unsuccessful applications.</i></p> <p><i>See 01.03.06 for a register of destruction of biometric records.</i></p>	<p>TEMPORARY                  Destroy, by authority of the Director, a minimum 1 year after the end of the period for which the prisoner was sentenced or the release of the detainee.</p>
<p><b>Case Management (Psychological) (INMATE MANAGEMENT)</b>                  The activities involved in managing the mental health of individual inmates by the prison psychologists including therapeutic treatments. Case records comprise confidential case notes based on counselling sessions or psychological assessments.</p> <p><b>Note:</b> <i>Medical services provided by the Prison Hospital and in the Secure Mental Health Unit and related records are managed by the government agency responsible for health.</i></p> <p><b>Note:</b> <i>sentence these records as part of the INMATE MANAGEMENT - CASE MANAGEMENT (CUSTODY) record.</i></p>		
<p><b>Case Management (Security) (INMATE MANAGEMENT)</b>                  The activities involved in managing issues relating to individual inmates that require confidentiality within the prison system to ensure security of individual inmates. This may include complaints against prison staff or provision of intelligence.</p> <p><b>Note:</b> <i>sentence these records as part of the INMATE MANAGEMENT - CASE MANAGEMENT (CUSTODY) record.</i></p>		

<p><b>01.04.00</b></p>	<p><b>Classification (Inmate) (INMATE MANAGEMENT)</b>                  The activities undertaken to allocate each inmate a security classification. Sentenced prisoners may be classified as Maximum, Medium or Minimum Security, determined by a classification panel made up of prison staff.   <i>See 01.03.00 for the classification of individual inmates.</i>   <i>See 01.05.00 for the proceedings of the classification panel.</i></p>	
<p>01.04.01</p>	<p>Records relating to routine organisational arrangements for inmate classification.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>01.05.00</b></p>	<p><b>Committees (INMATE MANAGEMENT)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
<p>01.05.01</p>	<p>Records documenting committees with responsibility for planning and making decisions on prisoner classification and prisoner risk. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes and agenda</li> <li>• meeting papers</li> <li>• reports.</li> </ul>	<p>PERMANENT</p>
<p>01.05.02</p>	<p>Records documenting the conduct and administration of committees</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>01.06.00</b></p>	<p><b>Incidents (INMATE MANAGEMENT)</b>                  The activities undertaken to report on and deal with incidents that involve a threat to security. Includes investigations, debriefings, staff meetings, analysis of responses and report and recommendations. Incidents may include accidents, drug detection, assaults, deaths in custody, escapes, self-harm, attempted suicide, riots, sieges, seizures of property, and the results of visitors searches.   <i>See 01.03.00 for charges or disciplinary action against individual inmates resulting from incidents.</i>   <i>See 01.08.00 for security breaches such as drug possession, drug use, non-approved items of property, mobile phones etc. identified through routine searches, testing and other security procedures.</i>   <i>See 04.10.00 for potential or perceived threats where no incident has occurred.</i>   <i>See 04.15.00 for managing breaches of discipline by individual inmates.</i>   <i>For investigation and reporting on major or large-scale incidents involving a number of inmates use 04.09.00.</i></p>	
<p>01.06.01</p>	<p>Records relating to administrative arrangements to support incident reporting and response as part of inmate management function.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

<p><b>01.07.00</b></p>	<p><b>Inmate Accounts (INMATE MANAGEMENT)</b>                  The activities associated with establishing and managing inmate financial accounts. Inmates may earn wages which can be spent on canteen items, telephone calls through the Arunta system and hobby items. Inmates may also have a private account where family and friends can deposit money.</p> <p><i>See 01.03.00 for other employment records.</i></p> <p><i>See DA No. 2157 05.05.00 for auditing inmate accounts.</i></p>	
<p>01.07.01</p>	<p>Records documenting the day-to-day administration of inmate accounts.</p>	<p>TEMPORARY                  Destroy 7 years after accounts audited.</p>
<p>01.07.02</p>	<p>Annual or monthly summaries of account transactions including notifications of monies transferred when inmates are moved.</p>	<p>TEMPORARY                  Destroy 2 years after inmate released or 7 years after accounts audited, whichever is later.</p>
<p><b>01.08.00</b></p>	<p><b>Inmate Control and Security (INMATE MANAGEMENT)</b>                  The activities associated with providing and maintaining a safe and secure environment for the containment of prisoners, people on remand and detainees. Daily security management including accommodation/cell changes, monitoring mail and telephone calls, receipt and examination of gifts to inmates from family and friends, cell housekeeping, musters of inmates, observation of prisoners at risk, monitoring property in cells, search and seizure including logging resulting evidence, testing for use of illegal substances, separation of prisoners and transport of inmates to/from prison facilities.</p> <p><i>See 04.09.00 for significant security breaches other than security breaches identified through routine security processes.</i></p> <p><i>See 04.22.00 for the strategic management of prison security.</i></p>	
<p>01.08.01</p>	<p>Registers of inmates' property in cells.</p>	<p>TEMPORARY                  Destroy 7 years after inmate released.</p>
<p>01.08.02</p>	<p>Register of inmates' property in secure store.</p>	<p>TEMPORARY                  Destroy 7 years after inmate released.</p>
<p>01.08.03</p>	<p>Records documenting allegations and investigations of missing, lost, damaged or destroyed inmates' property from secure store.</p>	<p>TEMPORARY                  Destroy 7 years after inmate released.</p>
<p>01.08.04</p>	<p>Records documenting search and seizure where drugs or drug taking equipment, or contraband or other illegal items are found and information is provided to the Police.</p> <p><i>See 01.08.08 for the register of evidence.</i></p>	<p>TEMPORARY                  Destroy 2 years after information provided to Police.</p>
<p>01.08.05</p>	<p>Records documenting search and seizure where drugs or drug taking equipment, or contraband or other illegal items are found and information is <u>not</u> provided to the Police.</p> <p><i>See 01.08.08 for the register of evidence.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

<p>01.08.06</p>	<p>Records documenting routine inmate control measures including:</p> <ul style="list-style-type: none"> <li>• arrangements for foreign prisoners</li> <li>• musters or head counts</li> <li>• observation (suicide watch) schedule</li> <li>• search and seizure – where no drugs, contraband or other illegal items found</li> <li>• tests for banned substances – negative results</li> <li>• transport including court attendance, escorts, outside work gangs.</li> </ul> <p><i>See 04.09.00 for records documenting the use of control measures such as use of force or restraints, positive results of tests for banned substances, search and seizure where contraband is found, or the failure of control measures such as escapes or attempted escapes.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>01.08.07</p>	<p>Records documenting routine inmate control measures including:</p> <ul style="list-style-type: none"> <li>• accommodation allocation</li> <li>• gifts (receipt and delivery)</li> <li>• housekeeping of cells by inmates.</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>01.08.08</p>	<p>Register of evidence seized from or related to inmates. Includes surveillance records (CCTV) that contain evidence of an incident, alleged prison offence or alleged criminal offence. <i>See 01.08.09 for items seized.</i></p>	<p>PERMANENT</p>
<p>01.08.09</p>	<p>Items seized during searches of inmates' mail and that are retained as evidence of commission of an alleged offence.  <i>See 01.13.00 for offences committed by inmates.</i></p>	<p>TEMPORARY Transfer to police or destroy 7 years after action completed.</p>
<p>01.09.00</p>	<p><b>Inmate Health Management (INMATE MANAGEMENT)</b> The activities associated with arranging routine health services for inmates including dental services, minor medical treatment and approved medication, monitoring hygiene, and testing for communicable diseases.</p> <p><b>Note:</b> <i>Medical services provided by the Prison Hospital and related records are managed by the government agency responsible for health.</i></p> <p><i>See 01.03.00 for requests for medical or dental treatment by individual inmates, issues with an inmates' hygiene etc. Individual treatment records are not on these records, they are retained by the government agency providing the treatment.</i></p> <p><i>See 01.03.00 for confidential case notes on counselling sessions and psychological assessments.</i></p> <p><i>See 02.12.00 for sport and recreation, family services, visitor support and other programs or services that may impact on inmates' physical and psychological health.</i></p>	
<p>01.09.01</p>	<p>Records documenting routine arrangements for the provision of services that contribute to inmate health including:</p> <ul style="list-style-type: none"> <li>• communicable diseases testing</li> <li>• dental services</li> <li>• food services</li> <li>• hygiene – personal and cell cleanliness</li> <li>• medical treatment – minor matters only.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>



<b>01.10.00</b>	<b>Inmate Registration (INMATE MANAGEMENT)</b> The processes involved in registering inmates in custody to record their personal identification details and biometric data (physical traits).	
01.10.01	Registration records of sentenced inmates <i>excluding</i> biometric data. Registration information relating to inmates in custody includes: <ul style="list-style-type: none"> <li>• summary of identification and sentencing information including photographs</li> <li>• personal details including demographic information</li> <li>• legal document summary including orders for remand, custody, post-custodial release, any outstanding orders and parole eligibility</li> <li>• notes about inmate appointments and to signify that the inmate has the authority to move, for example within the prison or to hospital, court etc in the diary field of the registration database</li> <li>• classification assessments</li> <li>• assignments such as to a prison industry</li> <li>• location/accommodation indicating which prison and accommodation within the prison</li> <li>• initial assessment including personal and education information and whether the offence committed under the influence of any intoxicating substance</li> <li>• summary of notes made by custodial officers regarding prison offences recorded in the shift notes field of the registration database</li> <li>• prior episodes of an inmate being held in prison custody.</li> </ul>	PERMANENT
01.10.02	Registration records of unsentenced inmates (i.e. inmates held on remand who are released without conviction/sentence ).	TEMPORARY Destroy 7 years after release date.
<b>01.11.00</b>	<b>Parole (INMATE MANAGEMENT)</b> The processes related to parole that come under the responsibility of the prison administration such as the notification of prisoners of their eligibility for parole, provision of reports on prisoners to the parole board, and managing release on parole.  <i>See DA No. 2270 for the records of the parole authority.</i>	
01.11.01	Records of routine notifications and routine organisational matters relating to aspects of parole administration that affect inmate management.	TEMPORARY Destroy 7 years after action completed.
<b>01.12.00</b>	<b>Policy (INMATE MANAGEMENT)</b> 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.  Add as a descriptor under either a functional or an administrative (i.e. Keyword AAA) keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT – POLICY - Private Vehicles.  <i>See 04.06.00 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements, e.g. FLEET MANAGEMENT - COMPLIANCE Roads Act 1993.</i>  <i>For the master set of all Standing Orders, Standard Operating Procedures, Directives (Daily Procedures) and Risk Bulletins on individual inmates issued by the Prison Risk Review Group use DA No. 2157 16.15.00..</i>	
01.12.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT

<p><b>01.13.00</b></p>	<p><b>Prison Offences (INMATE MANAGEMENT)</b>                  The process of managing breaches of prison discipline by inmates. Prison offences must be reported in writing, and investigated by a disciplinary officer (a correctional officer nominated by the Director). Any substantiated offences are recorded in a register of offences. Inmates are able to appeal against decisions and related penalties.   <i>See 04.09.00 where there is a threat to prison security.</i>   <i>For administrative arrangements to support the management of the prison offences use 04.15.00.</i></p>	
<p>01.13.01</p>	<p>Register of prison offences</p>	<p>PERMANENT</p>
<p><b>01.14.00</b></p>	<p><b>Procedures (INMATE MANAGEMENT)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.   <b>Note:</b> <i>The master set of Standard Operating Procedures, Standing Orders, directives and any other bulletins, along with amendments should be classified under DA No. 2157 16.15.00. Any other versions will be user copies, retained for reference by business units.</i>   <i>For the user sets of all prison operating procedures use the Disposal Schedule for Short-Term Value Records (DA No. 2158).</i></p>	
<p>01.14.01</p>	<p>Record documenting the development of procedures, manuals and instructions relating to the inmate management function.</p>	<p>TEMPORARY                  Destroy 2 years after superseded.</p>
<p><b>01.15.00</b></p>	<p><b>Remission (INMATE MANAGEMENT)</b>                  The process of reducing the length of a prisoner’s sentence in accordance with legislation. Remission may be granted by the Director to a prisoner as an incentive to, or reward for good behaviour while the prisoner is in custody.</p>	
<p>01.15.01</p>	<p>Records of routine notifications and routine organisational matters relating to aspects of remission of sentences that affect inmate management.   <i>See 01.03.00 for individual decisions on remission.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>01.16.00</b></p>	<p><b>Reporting (INMATE MANAGEMENT)</b>                  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.                   Tip: This activity descriptor should only be used for formal reporting against business plans etc., not the day-to-day reporting of business activities. For example, reporting on an inspection of a building should be classified under INSPECTIONS not REPORTING.   <i>See 01.06.00 and 04.09.00 for the reporting of specific incidents.</i>   <i>See DA No. 2157 14.12.00 for the master copy of the annual report.</i></p>	
<p>01.16.01</p>	<p>Reports provided for the office of the Attorney-General including reports on daily inmate numbers and issues arising in the prison system such as incidents.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p>01.16.02</p>	<p>Records of shift reports and notes, including custodial officers’ notebooks created and held by individual officers.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p>01.16.03</p>	<p>Final versions of formal internal and external reports prepared by of for the agency on the inmate management function.</p>	<p>PERMANENT</p>

01.16.04	Statistics collected by or for the agency and forwarded to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed
01.16.05	Statistical information collected by or for the agency related to major inmate management activities and not included in 01.16.04.	PERMANENT
01.16.06	Statistics not included in 01.16.04. or 01.16.05.	TEMPORARY Destroy 7 years after action completed.
01.16.07	Statistical information collected for the National Corrections Advisory Groups and its predecessors including: <ul style="list-style-type: none"> <li>assaults/fights in the prison, during transport, within prison hospital and during disturbances</li> <li>assaults on inmates or staff, measured by seriousness of injury.</li> </ul>	PERMANENT
<b>01.17.00</b>	<p><b>Sentencing (INMATE MANAGEMENT)</b>  The process of determining a convicted criminal’s punishment by the courts. Sentenced prisoners are placed into the custody of the prison, conditions may be placed on the sentence and copies of the judge’s comments provided to inform case management.</p> <p><i>See 01.03.00 for copies of sentencing comments on individual inmates.</i></p>	
01.17.01	Records documenting sentencing comments kept as a consolidated set for reference, including copies of comments by judges on sentencing.	TEMPORARY Destroy when reference ceases.
01.17.02	Records of routine notifications and routine organisational matters relating to aspects of sentencing that affect inmate management.	TEMPORARY Destroy when reference ceases.
<b>01.18.00</b>	<p><b>Standards (INMATE MANAGEMENT)</b>  The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p> <p><i>See 03.04.00 for the implementation of standards or quality assurance programs.</i></p>	
01.18.01	Records documenting the implementation of organisational or industry benchmarks relating to the inmate management function.	TEMPORARY Destroy 7 years after action completed.
<b>01.19.00</b>	<p><b>Surveillance (INMATE MANAGEMENT)</b>  The activities associated with monitoring prison premises, inmates’ mail and telephone calls (made on the Arunta system) to detect security breaches or threats to prison security.</p> <p><i>See 01.08.00 for evidence registers including registration of surveillance records as evidence and.</i></p> <p><i>See 01.13.00 for offences committed within the prison including surveillance records that are evidence of offences.</i></p> <p><i>See 04.09.00 for incident reporting including surveillance records that comprise part of the incident report.</i></p> <p><i>See 04.10.00 for intelligence information gathering including related surveillance records.</i></p>	
01.19.01	Records captured from prison CCTV (closed circuit television) that do not contain evidence of an incident, alleged prison offence or alleged criminal offence.	TEMPORARY Reuse recording medium or destroy when action completed.
	<i>See 01.08.00 for records captured from prison CCTV that do contain such evidence.</i>	

01.19.02	Surveillance records of inmates telephone calls including recordings of telephone conversations that do not contain evidence of an incident, alleged prison offence or alleged criminal offence.	TEMPORARY Reuse recording medium or destroy when action completed.
01.19.03	Records monitoring inmates' computer use that do not contain evidence of an incident, alleged prison offence or alleged criminal offence.	TEMPORARY Destroy when action completed.
01.19.04	Register of mail to/from inmates	TEMPORARY Destroy 7 years after action completed.
<b>01.20.00</b>	<b>Transfers (INMATE MANAGEMENT)</b> The processes involved in transferring, removing or temporarily absencing inmates from prison (in secure custody for court appearances, hospital etc.) or authorising parolees to move to or from Tasmania. Includes interstate or international transfers of inmates to or from Tasmanian prisons.  <i>See 01.03.00 for transfers of individual inmates to or from Tasmanian prisons.</i>	
01.20.01	Register of transfers of inmates.	PERMANENT
01.20.02	Records of routine notifications and routine organisational matters relating to aspects of transfers that affect inmate management.	TEMPORARY Destroy 7 years after action completed.
<b>01.21.00</b>	<b>Victims (INMATE MANAGEMENT)</b> The activities associated with informing victims of crime about aspects of offender sentences, parole and release. A victim is someone who has themselves been the victim of a crime for which an offender has been sentenced to a term of imprisonment or a member of the immediate family or a deceased victim of an offence.  <b>Note:</b> <i>The Department of Justice maintains a victims of crime register and is responsible for notifications relating to offender parole or release.</i>	
01.21.01	Records of routine notifications and routine organisational matters relating to victims of crime that affect inmate management.	TEMPORARY Destroy 7 years after action completed.

<p><b>02.00.00</b></p>	<p><b>INMATE PROGRAMS</b></p> <p>The function of developing and delivering programs and services for the rehabilitation, personal development and care of prisoners and detainees through the provision of education, training, prisoner support programs and services such as mail, telephone, food and canteen facilities. Programs and services include education, employment, sport and recreation, hobbies, family liaison, psychological and chaplaincy services, and programs targeting specific offender behaviour such as sexual offences, and domestic violence. Activities include research to develop new programs to prevent reoffending relating to issues such as young offenders and drug use. The function includes employment conditions of prisoners and detainees who provide a service to the community as part of their rehabilitation such as the community fire brigade.</p> <p><u>See 03.00.00 for the processes involved in employing inmates in prison industries.</u></p> <p><u>See 01.00.00 for the individual involvement of inmates in programs.</u></p> <p><b>Note:</b> Medical services are provided and managed by the government agency responsible for state health services.</p>	
<p><b>02.01.00</b></p>	<p><b>Advice (INMATE PROGRAMS)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p><b>Tip:</b> LEGAL SERVICES – ADVICE may be used for legal advice furnished to the organisation by external and internal sources.</p> <p><u>See DA No 2157 12.09.00 for advice given to individuals on personnel matters.</u></p> <p><u>See DA No. 2157 07.12.00 where the organisation is responding to the Government’s request for advice or comments.</u></p>	
<p><b>02.01.01</b></p>	<p>Records documenting the provision or seeking of advice on significant issues relating to inmate programs. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> <li>• source data that is considered necessary to substantiate the advice.</li> </ul>	<p>PERMANENT</p>
<p><b>02.01.02</b></p>	<p>Records documenting the provision or seeking of advice on inmate programs not described in 02.01.01. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> <li>• source data that is considered necessary to substantiate the advice.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p><b>02.01.03</b></p>	<p>Source data that is not considered necessary to substantiate the advice.</p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p><b>02.02.00</b></p>	<p><b>Agreements (INMATE PROGRAMS)</b>                  The processes associated with the establishment, maintenance, review and negotiation of agreements.                  Tip: Add the name of the agreement or parties to the agreement as free text.</p> <p><i>See DA No. 2157 05.00.00 for monetary agreements.</i></p> <p><i>See DA No 2157 07.08.00 for agreements relating to joint ventures.</i></p> <p><i>See DA No. 2157 12.11.00 for senior staff performance agreements.</i></p> <p><i>See DA No. 2157 17.03.00 for service agreements.</i></p>	
<p><b>02.02.01</b></p>	<p>Records documenting the establishment, maintenance and review of agreements (including final versions of agreements) related to the development and provision of inmate programs.</p> <p><i>See 02.07.00 for arrangements made through formal contracts.</i></p>	<p>TEMPORARY                  Destroy 7 years after expiry or termination of agreement.</p>
<p><b>02.03.00</b></p>	<p><b>Audit (INMATE PROGRAMS)</b>                  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.</p> <p><i>See 02.06.00 for complying with standards and requirements.</i></p> <p><i>See 02.12.00 for the implementation and monitoring of processes, programs and services.</i></p> <p><i>See DA No. 2157 16.21.00 for the standards against which the project or procedure is being audited.</i></p>	
<p><b>02.03.01</b></p>	<p>Records of external or internal audits of the inmate programs function, including operational audits of specific programs where significant changes are recommended.</p>	<p>PERMANENT</p>
<p><b>02.03.02</b></p>	<p>Records of operational audits other than those in 02.03.01</p>	<p>TEMPORARY                  Destroy 7 years after audit completed.</p>
<p><b>02.04.00</b></p>	<p><b>Committees (INMATE PROGRAMS)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 01.05.00 for any committees that deal with matters relating to individual inmates such as the Prisoner Risk Review Group and the Classification Committee.</i></p>	
<p><b>02.04.01</b></p>	<p>Records documenting committees with responsibility for planning and making decisions on the inmate programs function or specific inmate programs. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes and agenda</li> <li>• meeting papers</li> <li>• reports.</li> </ul>	<p>PERMANENT</p>
<p><b>02.04.02</b></p>	<p>Records documenting the conduct and administration of committees.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>

<p><b>02.05.00</b></p>	<p><b>Community Consultation (INMATE PROGRAMS)</b>                  The activities associated with consultation with stakeholders in the community with an interest in prison management issues and in programs and services provided for inmates.</p> <p><i>See 02.12.00 for consultation relating to specific projects.</i></p> <p><i>See 04.12.00 for matters raised by external groups that are not part of the formal consultation processes.</i></p> <p><i>See 04.13.00 for formal contact with government stakeholders and other agencies with responsibilities directly related to custodial corrections.</i></p> <p><i>See 04.17.00 for consultation undertaken for specific projects such as PIRP (Prison Infrastructure Redevelopment Project).</i></p> <p><i>For consultation with stakeholders on programs for inmates use 02.05.00.</i></p> <p><i>For consultation with stakeholders on prison operations use 04.04.00.</i></p>	
<p>02.05.01</p>	<p>Records documenting significant consultation between the agency and community groups with an interest in inmate programs and services including 'approved organisations'.</p>	<p>PERMANENT</p>
<p>02.05.02</p>	<p>Records documenting minor consultation between the agency and community groups on inmate programs and services including 'approved organisations'.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>02.06.00</b></p>	<p><b>Compliance (INMATE PROGRAMS)</b>                  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.</p> <p><i>See 02.03.00 for the process of validating compliance against records.</i></p>	
<p>02.06.01</p>	<p>Records documenting major breaches of compliance with accountability requirements for inmate programs.                  Breaches will vary depending on the nature of the program and may include:</p> <ul style="list-style-type: none"> <li>• a prison visitor program attempting to introduce a banned person as a visitor</li> <li>• a program providing inappropriate Internet access</li> <li>• ignoring program requirements as set out in inquiry recommendations (e.g. Deaths in Custody)</li> <li>• inadequate training for custodial officers involved in sensitive programs.</li> </ul>	<p>PERMANENT</p>
<p>02.06.02</p>	<p>Records documenting compliance with mandatory or voluntary accountability requirements including minor breaches</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>02.07.00</b></p>	<p><b>Contracting-Out (INMATE PROGRAMS)</b>                  The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 02.17.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
<p>02.07.01</p>	<p>Contract registers</p>	<p>PERMANENT</p>
<p>02.07.02</p>	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> <li>• records of financial transactions.</li> </ul>	<p>TEMPORARY                  Destroy 13 years after expiry of contact.</p>

02.07.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
02.07.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>02.08.00</b>	<p><b>Donations (INMATE PROGRAMS)</b> 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</p> <p>Tip: Add Bequests as a descriptor for gifts of money, property received by will, etc.</p> <p>Tip: Add Trusts as a descriptor for property or money held by the organisation on behalf of and for the benefit of other persons or organisations.</p>	
02.08.01	Register or summary of donors and donations.	PERMENT
02.08.02	Records documenting donations offered to the organisation including correspondence such as letters of offer and of appreciation.  <i>See DA No. 2157 03.09.00 and 089.11.00 to dispose of the material donated (e.g. library books, equipment).</i>	TEMPORARY Destroy 7 years after action completed.
<b>02.09.00</b>	<p><b>Enquiries (INMATE PROGRAMS)</b> The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.</p> <p>Tip: INFORMATION MANAGEMENT - ENQUIRIES - Freedom of Information (FOI) may be used for requests for information regarding Freedom of Information (FOI). See INFORMATION MANAGEMENT - CASES where all aspects of a Freedom of Information (FOI) application need to be handled on one file, for legislative or operational reasons.</p> <p><i>See DA No. 2157 07.07.00 for investigations or inquiries by parliamentary committees.</i></p>	
02.09.01	Records documenting enquiries requesting general information about inmate programs where routine information is provided.	TEMPORARY Destroy 2 years after action completed.
<b>02.10.00</b>	<p><b>Evaluation (INMATE PROGRAMS)</b> 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 ongoing monitoring.</p> <p><i>See 02.12.00 for the routine operation of established programs.</i></p> <p><i>See DA No. 2157 12.18.00 for the evaluation of employee performance.</i></p> <p><i>See DA No. 2157 16.19.00 for the re-evaluation process (after implementation, use and monitoring).</i></p>	
02.10.01	Final evaluation reports on inmate programs and services.	PERMANENT
02.10.02	Interim and draft reports on inmate programs and services.	TEMPORARY Destroy 6 months after action completed.
02.10.03	Research material required to substantiate evaluation reports including: <ul style="list-style-type: none"> <li>interviews and surveys</li> <li>research and analysis</li> <li>reference material.</li> </ul>	TEMPORARY Destroy 7 years after action completed.



02.10.04	Research material <u>not</u> required to substantiate evaluation reports.	TEMPORARY Destroy 2 years after action completed.
<b>02.11.00</b>	<p><b>Exhibitions (INMATE PROGRAMS)</b> The activities associated with using agency material in mounting displays for the purposes of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.</p> <p><i>See 02.12.00 for the programs under which inmates produce items that may be used in exhibitions.</i></p>	
02.11.01	<p>Records documenting the mounting of displays relating to the operation of inmate programs or achievements of inmates taking part in the programs including:</p> <ul style="list-style-type: none"> <li>• final exhibition brief and text</li> <li>• list of items on display and names of makers</li> <li>• photographs of the display</li> <li>• visitors' comment book.</li> </ul>	PERMANENT
02.11.02	<p>Other exhibition records not in 02.11.01, including:</p> <ul style="list-style-type: none"> <li>• draft exhibition brief and text</li> <li>• draft lists of items on display</li> <li>• exhibition panels and display material</li> <li>• exhibition design</li> <li>• lists of material on loan during the exhibition.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
02.11.03	Records documenting arrangements for setting up and demounting an exhibition including bookings and equipment hire.	TEMPORARY Destroy 2 years after action completed.
<b>02.12.00</b>	<p><b>Inmate Programs and Services (INMATE PROGRAMS)</b> The activities involved in establishing and managing programs and services to inmates which are designed to assist rehabilitation, promote personal development, reduce re-offending on release, and assist in reintegration into the community. Includes access to canteen for purchases goods, mail services and telephone calls through the Arunta system, chaplaincy, community services work such as the community fire brigade, criminal behaviour programs such as sex offenders or domestic violence, education and training courses, library services, prison employment, employment services provided by federal government agencies, family liaison, hobbies, Aboriginal liaison services, legal aid, psychological and counselling services, sport and recreation, information on visitors support and prison volunteers.</p> <p><i>See 01.00.00 for essential services such as the provision of food and clothing.</i></p> <p><i>See 01.03.00 for records of individual inmates' involvement in programs or use of services such as counselling or education.</i></p> <p><i>See 01.07.00 for allowances or wages paid to inmates.</i></p> <p><i>See 01.19.00 for monitoring of inmates' mail and telephone calls.</i></p> <p><i>See 02.02.00, 02.07.00 and 02.17.00 for the processes involved in using external service providers to deliver programs and services.</i></p> <p><i>See 02.10.00 for the assessment of existing and proposed new programs.</i></p> <p><i>See 02.15.00 for initiation of new programs or services.</i></p> <p><i>See 02.16.00 for formal internal reporting or returns.</i></p>	

02.12.01	<p>Records documenting overall implementation and outcomes of programs and services including:</p> <ul style="list-style-type: none"> <li>• aims and description</li> <li>• participation rates and patterns</li> <li>• feedback from program managers, users or others directly involved</li> <li>• meetings with stakeholders, community consultations</li> <li>• progressive reviews and suggestions for changes.</li> </ul> <p><i>See 01.03.00 (Inmate Management – Case Management (Custody) for records of individual inmates’ participation in services or programs.</i></p>	PERMANENT
02.12.02	<p>Records documenting the operating rules for inmate programs and services including:</p> <ul style="list-style-type: none"> <li>• service and program outlines</li> <li>• eligibility criteria</li> <li>• internal information brochures</li> <li>• program and service rules.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
02.12.03	<p>Records documenting day-to-day management of inmate programs and services including:</p> <ul style="list-style-type: none"> <li>• schedules and timetables</li> <li>• lists of participants</li> <li>• room or workshop bookings</li> <li>• equipment bookings</li> <li>• contact lists for providers.</li> </ul>	TEMPORARY Destroy 2 years after superseded.
02.12.04	<p>Records relating to information about inmates programs and services retained for reference including:</p> <ul style="list-style-type: none"> <li>• other jurisdictions</li> <li>• international programs</li> <li>• media articles.</li> </ul>	TEMPORARY Destroy when reference ceases.
02.13.00	<p><b>Policy (INMATE PROGRAMS)</b> 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.</p> <p>Add as a descriptor under either a functional or an administrative (i.e. Keyword AAA) keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT - POLICY - Private Vehicles.</p> <p><i>See 02.06.00 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements, e.g. FLEET MANAGEMENT - COMPLIANCE - Roads Act 1993.</i></p> <p><i>For the master set of all Standing Orders, Standard Operating Procedures, Directives (Daily Procedures) and Risk Bulletins on individual inmates issued by the Prison Risk Review Group use DA No. 2157 16.15.00.</i></p>	
02.13.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
02.14.00	<p><b>Procedures (INMATE PROGRAMS)</b> Standard methods of operating laid down by an organisation according to formulated policy.</p> <p>Note: The master set of Standard Operating Procedures, Standing Orders, Directives and any other bulletins, along with amendments, should be classified under DA No. 2157 16.15.00. Any other versions will be user copies, retained for reference by business units.</p> <p><i>For the user sets of all prison operating procedures use the Disposal Schedule for Short-Term Value Records (DA No. 2158).</i></p>	
02.14.01	<p>Record documenting the development of procedures and final versions of manuals and instructions relating to the inmate programs function.</p> <p><i>See 02.01.01 etc. (add see references as required)</i></p>	TEMPORARY Destroy 2 years after superseded.

<p><b>02.15.00</b></p>	<p><b>Program Proposals (INMATE PROGRAMS)</b>                  The process of developing proposals or business cases for new programs or services for inmates including related research, meetings with potential service providers, consultation with related interest groups and formal reports on findings and recommendations.</p> <p><i>See 02.10.00 for the assessment of existing programs.</i></p> <p><i>See 02.12.00 for programs that have been adopted and established.</i></p>	
<p>02.15.01</p>	<p>Records relating to inmate program proposals that are adopted and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• business cases</li> <li>• reports</li> <li>• briefings</li> <li>• comments</li> <li>• meeting notes.</li> </ul>	<p>PERMANENT</p>
<p>02.15.02</p>	<p>Records relating to inmate program proposals that are not adopted and supporting documentation.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>02.16.00</b></p>	<p><b>Reporting (INMATE PROGRAMS)</b>                  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.</p> <p>Tip: This activity descriptor should only be used for formal reporting against business plans etc., not the day-to-day reporting of business activities. For example, reporting on an inspection of a building should be classified under INSPECTIONS not REPORTING.</p> <p><i>See 01.06.00 and 04.09.00 for the reporting of specific incidents.</i></p> <p><i>See DA No. 2157 14.12.00 for the master copy of the annual report.</i></p>	
<p>02.16.01</p>	<p>Final versions of formal internal and external reports prepared by or for the agency on the inmate programs function.</p>	<p>PERMANENT</p>
<p>02.16.02</p>	<p>Statistics collected by or for the agency and forwarded to the Australian Bureau of Statistics.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p>02.16.03</p>	<p>Statistical information collected by or for the agency related to major inmate program activities and <u>not</u> included in 02.16.02</p>	<p>PERMANENT</p>
<p>02.16.04</p>	<p>Statistics <u>not</u> included in 02.16.02 or 02.16.03</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>02.17.00</b></p>	<p><b>Tendering (INMATE PROGRAMS)</b>                  The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p><i>See 02.07.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	

02.17.01	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
02.17.02	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
02.17.03	<p>Tender registers.</p>	<p>TEMPORARY Destroy 7 years after last entry.</p>
<b>02.18.00</b>	<p><b>Training Registration (INMATE PROGRAMS)</b>                  The process of managing in-house or monitoring external service providers in accrediting courses or registering as a training organisation. Courses provided to staff or inmates may be undertaken in partnership with registered educational institutions.</p> <p><i>See DA No. 2135 for training provided to agency staff, external clients or inmates, where the agency delivers the training as an RTO.</i></p> <p><i>For the monitoring of services and products from external registered training organisations related to staff training use 04.25.00.</i></p>	
02.18.01	<p>Records relating to sourcing external service providers of training needed for inmates working in prison industries. These records may include:</p> <ul style="list-style-type: none"> <li>• assessment of suitability of courses</li> <li>• requests for variations or tailoring of courses</li> <li>• requests for provision of specific courses within the prison</li> <li>• eligibility and enrolment requirements</li> <li>• course outline and pre-requisites</li> <li>• accreditation information about courses</li> <li>• status of educational organisation (e.g. university, TAFE, RTO)</li> <li>• scholarship information.</li> </ul> <p><i>See 01.03.00 for training undertaken by individual inmates.</i></p> <p><i>See 02.12.00 for in-house training and education programs.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p><b>03.00.00</b></p>	<p><b>PRISON INDUSTRIES</b></p> <p>The function of managing the commercial aspects of prison industries including managing business operations, submitting tenders, negotiating contracts, provision of services and products, marketing and sales. Includes developing processes for managing the employment of inmates within the industries. Prison industries include a tailor shop, woodwork shop, laundry and farm industries such as dairy and vegetable processing. Prison businesses are registered as Kilderry Farm (industries at Hayes Prison Farm) and Horizon Industries.</p> <p><i>See 01.03.00 for individual work records of inmates.</i></p> <p><i>See 02.12.00 for employment programs for inmates that may involve prison industry work.</i></p> <p><i>See DA No. 2157 03.00.00 for acquisition, management and maintenance of plant, equipment, consumable supplies and product inventory for industries. Acquisitions etc. for each business or industry should be recorded separately using the name of the industry.</i></p> <p><i>See DA No. 2157 05.00.00 for accounting and managing the financial resources of the industries. Each business or industry should be recorded separately.</i></p> <p><i>See DA No. 2157 10.00.00 where an inmate sues under common law for an injury incurred while working in a prison industry (there is no compensation insurance for inmates).</i></p> <p><i>See DA No. 2157 11.00.00 for implementing and monitoring safe work practices.</i></p> <p><i>See DA No. 2157 13.00.00 for the management and maintenance of buildings or land use for prison industries.</i></p>	
<p><b>03.01.00</b></p>	<p><b>Agreements (PRISON INDUSTRIES)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p><i>See DA No. 2157 07.08.00 for agreements relating to joint ventures.</i></p> <p><i>See DA 2157 17.03.00 for service agreements.</i></p> <p><i>See DA No. 2157 05.06.00 for monetary agreements.</i></p> <p><i>See DA No. 2157 12.11.00 for performance agreements.</i></p> <p>Tip: Add the name of the agreement or parties to the agreement as free text.</p>	
<p><b>03.01.01</b></p>	<p>Records documenting the establishment, maintenance and review of agreements (including final versions of agreements) related to the operation of prison industries including supply of goods, services from private businesses or government agencies.</p> <p><i>See 03.05.00 for arrangements made through formal contracts.</i></p>	<p><b>TEMPORARY</b>                  Destroy 7 years after expiry or termination of agreement.</p>

<p><b>03.02.00</b></p>	<p><b>Business Development (PRISON INDUSTRIES)</b>                  The activities associated with further developing existing industries and establishing new industries within the prison system, researching and analysing existing products and services or proposing new products or services within existing industries. Includes proposals for changes, improvements, restructuring or expansion of an industry and overall strategic planning involving issues such as competition policy.</p> <p>Tip: Create files by industry such as tailor shop, woodwork shop, laundry, dairy and vegetable processing.</p>	
<p>03.02.01</p>	<p>Records documenting major prison industry initiatives including:</p> <ul style="list-style-type: none"> <li>• business cases</li> <li>• reviews</li> <li>• proposals</li> <li>• reports</li> <li>• parameters within which prison industries are permitted to compete in the private sector.</li> <li>• decisions to cease or wind up an industry</li> </ul>	<p>PERMANENT</p>
<p>03.02.02</p>	<p>Records documenting other business development matters including:</p> <ul style="list-style-type: none"> <li>• major initiatives that are not finalised as in 03.02.01 and</li> <li>• minor business development matters</li> </ul>	<p>TEMPORARY                  Destroy 5 years after action completed.</p>
<p><b>03.03.00</b></p>	<p><b>Committees (PRISON INDUSTRIES)</b>                  The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 01.05.00 for any committees that deal with matters relating to individual inmates such as the Prisoner Risk Review Group and the Classification Committee.</i></p>	
<p>03.03.01</p>	<p>Records of management committees or boards of individual prison industries registered or established as businesses including:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee or board</li> <li>• appointments</li> <li>• minutes and agenda</li> <li>• meeting papers</li> <li>• reports or submissions presented to the committee.</li> </ul> <p><i>See DA No. 2158 (01.01.05) for duplicate copies of agenda, minutes and meeting papers.</i></p>	<p>PERMANENT</p>
<p>03.03.02</p>	<p>Records of election of committee or board members.</p>	<p>TEMPORARY                  Destroy 6 months after election results finalised.</p>
<p>03.03.03</p>	<p>Records relating to making arrangements for meetings including booking venues and catering.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>03.04.00</b></p>	<p><b>Compliance (PRISON INDUSTRIES)</b>                  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.</p> <p><i>See 03.12.00 for examinations of facilities, items and equipment</i></p> <p><i>See DA No. 2157 03.05.00, 05.05.00, 11.02.00 for the process of validating compliance against records.</i></p> <p><i>See DA No. 2157 03.07.02 for applications for registration of plant specified in Schedule 7 of the Workplace Health and Safety Regulations.</i></p>	

03.04.01	Records documenting compliance with business registration including: <ul style="list-style-type: none"> <li>• ACN registration</li> <li>• ABN registration</li> <li>• environmental health certification.</li> </ul>	TEMPORARY Destroy 7 years after business is wound up and final audit completed.
03.04.02	Records documenting compliance with business licensing requirements and supporting documentation including: <ul style="list-style-type: none"> <li>• operating licenses</li> <li>• permits</li> <li>• environmental health certifications.</li> </ul>	TEMPORARY Destroy 2 years after expiry or renewal, whichever is longer
03.04.03	Records documenting compliance with specific industry standards including: <ul style="list-style-type: none"> <li>• mandatory product testing</li> <li>• livestock testing.</li> </ul>	TEMPORARY Destroy 7 years after action completed or testing superseded, whichever is later.
03.04.04	Records of compliance breaches. <i>See DA No. 2157 10.10.00 for breaches that proceed to litigation.</i>	TEMPORARY Destroy 7 years after action completed.
<b>03.05.00</b>	<p><b>Contracting-In (PRISON INDUSTRIES)</b> The activities involved in negotiating, establishing and managing contracts for the provision of goods and services by prison businesses.</p> <p>Note: Successful tenders or proposals become part of the CONTRACTING-IN file. Unsuccessful tenders or proposals remain on the TENDERING-IN file.</p> <p><i>See 03.01.00 where arrangements other than formal contracts are used.</i></p> <p><i>See 03.06.00 for outsourcing of work relating to prison businesses to external providers.</i></p> <p><i>See 03.20.00 for the preparation of tenders or proposals by prison businesses competing for work or contracts.</i></p>	
03.05.01	Contract registers	PERMANENT
03.05.02	Signed contracts <u>under seal</u> and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions or proposals</li> <li>• written offers</li> <li>• records of financial transactions.</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract.
03.05.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions or proposals</li> <li>• written offers.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
03.05.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>03.06.00</b>	<p><b>Contracting-Out (PRISON INDUSTRIES)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 03.19.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
03.06.01	Contract registers.	PERMANENT

03.06.02	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> <li>records of financial transactions.</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract.
03.06.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
03.06.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li><input type="checkbox"/> parameters of consultancy/service</li> <li><input type="checkbox"/> terms and conditions</li> <li><input type="checkbox"/> performance and evaluation reports</li> <li><input type="checkbox"/> meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>03.07.00</b>	<p><b>Corporate Identity (PRISON INDUSTRIES)</b></p> <p>The development of a corporate brand or image for prison industries. These brands may be used in identifying and promoting goods and services in the marketplace. Activities include designing logos and packaging, developing slogans, and integrated branding packages.</p> <p><i>See 03.13.00 for the use of the corporate brands in advertising or sales activities.</i></p>	
03.07.01	Records documenting the development of a corporate identity for prison industries and individual prison businesses including strategic branding plan.	PERMANENT
03.07.02	Records documenting the development of a corporate identity for prison industry brands including: <ul style="list-style-type: none"> <li>business names</li> <li>brand names for products or services</li> <li>logos</li> <li>emblems</li> <li>vehicle decals</li> <li>product packaging.</li> </ul>	TEMPORARY Destroy 2 years after style superseded.
<b>03.08.00</b>	<p><b>Customer Reaction (PRISON INDUSTRIES)</b></p> <p>The process of managing customer reaction to prison industries' goods and services including handling complaints and receiving positive feedback.</p> <p>Tip: Create a separate file for each industry</p>	
03.08.01	Register of complaints including details of returned or faulty products, related investigations and outcomes.	PERMANENT
03.08.02	Records documenting complaints which: <ul style="list-style-type: none"> <li>create a precedent</li> <li>raise policy or legal issues</li> <li>lead to changes in business or production processes or product design.</li> </ul>	PERMANENT
03.08.03	Records of complaints <u>not</u> described in 03.08.02. Including: <ul style="list-style-type: none"> <li>suggestion schemes</li> <li>customer feedback forms</li> <li>customer surveys.</li> </ul>	TEMPORARY Destroy 2 years after action completed.



<b>03.09.00</b>	<b>Customer Service (PRISON INDUSTRIES)</b> The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.  <i>See 03.08.00 for managing contact with individual customers and for customer suggestions offered to the organisation.</i>	
03.09.01	Records documenting the development of customer service guidelines for prison industries including: <ul style="list-style-type: none"> <li>customer service standards</li> <li>product guarantees</li> <li>guidelines on refunds/replacements.</li> </ul>	TEMPORARY Destroy 2 years after superseded.
03.09.02	Records documenting the planning and monitoring of customer service provided by prison industries.	TEMPORARY Destroy 2 years after action completed.
<b>03.10.00</b>	<b>Employment Plans (PRISON INDUSTRIES)</b> The process of planning for the workforce needs of prison industries including strategies for employment of inmates.  <i>See DA No. 2157 12.11.00 for the employment of staff in prison industries.</i>	
03.10.01	Final versions of employment plans devised to optimise inmates' personal development and to provide an effective workforce for prison industries.	PERMANENT
03.10.02	Records supporting the development of employment plans including skills analyses, industry needs analyses and issues reports.	TEMPORARY Destroy 7 years after plan superseded.
<b>03.11.00</b>	<b>Industry Operations (PRISON INDUSTRIES)</b> The activities involved in the daily running of prison industries. Including work schedules or running sheets, industry rosters, daily production targets and reports, daily quality control instructions and reports. Includes the use of skilled people to replace inmates on a routine or emergency basis to enable industries to continue operating.  <i>See 03.16.00 for consolidated monthly, quarterly or annual reports, and reports to ASIC (Australian Securities &amp; Investments Commission).</i>	
03.11.01	Records documenting arrangements for delivery (incoming and outgoing) of stores and products used in the operation of prison industries.	TEMPORARY Destroy 2 years after action completed.
03.11.02	Records documenting the registration of plant and equipment operators.	TEMPORARY Destroy 2 years after the registration ceases to be operative.
03.11.03	Plant logbooks including breakdowns, repairs and usage.	TEMPORARY Destroy 2 years after plant decommissioned or sold.
03.11.04	Rosters and work schedules.	TEMPORARY Destroy 2 years after action completed.
03.11.05	Daily production targets, daily running sheets and daily operating reports.	Temporary Destroy 2 years after action completed.
03.11.06	Daily quality control instructions and reports.	TEMPORARY Destroy 2 years after action completed.
03.11.07	Stocktakes and inventories of industry plant, stores and products.	TEMPORARY Destroy 2 years after action completed.

03.11.08	Livestock registration records and tags.	TEMPORARY Destroy 7 years after sale of livestock.
03.11.09	Livestock stud records.	TEMPORARY Dispose of by transfer to new owner or destroy 7 years after the death of the animal.
<b>03.12.00</b>	<p><b>Inspections (PRISON INDUSTRIES)</b> The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. Add the name of the body undertaking the inspection.</p> <p>Tip: OCCUPATIONAL HEALTH &amp; SAFETY (OH&amp;S) - INSPECTIONS may be used for the inspection of unsafe property.</p> <p><i>See 03.04.00 for complying with standards and requirements.</i></p> <p><i>See DA No. 2157 07.07.00 for external investigations governed by terms of reference.</i></p> <p><i>See DA No. 2157 03.05.00, 05.05.00, 11.02.00 for the formal process of checking and validating against records. For inspections of damaged or unsafe equipment use DA No. 2157 03.12.00.</i></p>	
03.12.01	Records documenting routine inspections of products or service outcomes.	TEMPORARY Destroy 7 years after action completed.
	<p><b>Installation (PRISON INDUSTRIES)</b> Activities involved in placing equipment in position and connecting and adjusting it for use.</p> <p><i>See DA No. 2157 03.13.00 for installation of equipment, stores and plant.</i></p>	
	<p><b>Insurance (PRISON INDUSTRIES)</b> The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.</p> <p><i>See DA No. 2158 for records documenting insurance arrangements for prison industries where the insurance policy, claims etc, are issued to and managed by another agency on behalf of the prison industries.</i></p>	
<b>03.13.00</b>	<p><b>Marketing (PRISON INDUSTRIES)</b> The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p> <p>Tip: DA No. 2157 12.17.00 should only be used for recruitment campaigns.</p>	
03.13.01	Records documenting marketing activities for the prison industries function including: <ul style="list-style-type: none"> <li>• marketing campaigns</li> <li>• the distribution of promotional material</li> <li>• booking advertising.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
03.13.02	Records documenting research and analysis undertaken to support marketing campaigns including: <ul style="list-style-type: none"> <li>• market research</li> <li>• sales or demand forecasting</li> <li>• product evaluation and pricing.</li> </ul>	TEMPORARY Destroy when reference ceases.

<p><b>03.14.00</b></p>	<p><b>Policy (PRISON INDUSTRIES)</b>                  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.</p> <p>Add as a descriptor under either a functional or an administrative (i.e. Keyword AAA) keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT - POLICY - Private Vehicles.</p> <p><i>See 03.04.00 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements, e.g. FLEET MANAGEMENT - COMPLIANCE - Roads Act 1993.</i></p> <p><i>For the master set of all Standing Orders, Standard Operating Procedures, Directives (Daily Procedures) and Risk Bulletins on individual inmates issued by the Prison Risk Review Group use DA No. 2157 16.15.00.</i></p>	
<p>03.14.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
<p><b>03.15.00</b></p>	<p><b>Procedures (PRISON INDUSTRIES)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.                  Note: The master set of Standard Operating Procedures, Standing Orders, Directives and any other bulletins, along with amendments, should be classified under DA No. 2157 16.15.00. Any other versions will be user copies, retained for reference by business units.</p> <p><i>For user sets of all prison operating procedures use DA No. 2158.</i></p>	
<p>03.15.01</p>	<p>Record documenting the development of procedures and final versions of manuals and instructions relating to the prison industries function.</p>	<p>TEMPORARY                  Destroy 2 years after superseded.</p>
<p><b>03.16.00</b></p>	<p><b>Reporting (PRISON INDUSTRIES)</b>                  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.</p> <p>Tip: This activity descriptor should only be used for formal reporting against business plans etc., not the day-to-day reporting of business activities. For example, reporting on an inspection of a building should be classified under INSPECTIONS not REPORTING.</p> <p><i>See 01.06.00 and 04.09.00 for the reporting of specific incidents.</i></p> <p><i>See DA No. 2157 14.12.00 for the master copy of the annual report.</i></p>	
<p>03.16.01</p>	<p>Records of mandatory reporting by registered businesses including:</p> <ul style="list-style-type: none"> <li>• ASIC reports</li> <li>• annual reports submitted to regulators.</li> </ul>	<p>PERMANENT</p>
<p>03.16.02</p>	<p>Reports relating to prison industry operations including:</p> <ul style="list-style-type: none"> <li>• monthly reports</li> <li>• quarterly reports.</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>

<p><b>03.17.00</b></p>	<p><b>Risk Management (PRISON INDUSTRIES)</b>                  The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.   <i>For the management of risks involved in day-to-day prison operations use 04.21.00.</i></p>	
<p><b>03.17.01</b></p>	<p>Records documenting the identification of business risk and the implementation of practices to reduce the risk.   <i>See 04.21.00 for day-to-day risks in deploying staff in prison industries.</i>   <i>See 01.03.00 for assessment of suitability of individual inmates to work in prison industries.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>03.18.00</b></p>	<p><b>Standards (PRISON INDUSTRIES)</b>                  The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.   <i>See 03.04.00 for the implementation of standards or quality assurance programs.</i></p>	
<p><b>03.18.01</b></p>	<p>Records documenting the implementation of industry or business standards including:</p> <ul style="list-style-type: none"> <li>• voluntary standards</li> <li>• quality assurance processes.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>03.19.00</b></p>	<p><b>Tendering (PRISON INDUSTRIES)</b>                  The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.   <i>See 03.06.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	
<p><b>03.19.01</b></p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after tender process completed.</p>
<p><b>03.19.02</b></p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY                  Destroy 7 years after tender process completed.</p>
<p><b>03.19.03</b></p>	<p>Tender registers.</p>	<p>TEMPORARY                  Destroy 7 years after last entry.</p>

<p><b>03.20.00</b></p>	<p><b>Tendering-In (PRISON INDUSTRIES)</b>                  The activities needed to compile and submit tenders or proposals to win business for prison industries.</p> <p><i>See 03.05.00 for contracts developed from successful tenders.</i></p> <p><i>See 03.19.00 for tenders let by prison industries.</i></p> <p><b>Note:</b> Successful tenders or proposals become part of the CONTRACTING-IN file. Unsuccessful tenders or proposals remain on the TENDERING-IN file.</p>	
<p><b>03.20.01</b></p>	<p>Records documenting successful responses to tenders (i.e. where a contract is awarded) including:</p> <ul style="list-style-type: none"> <li>• tender documents received from the potential client</li> <li>• drafts of submissions or proposals</li> <li>• draft contracts.</li> </ul> <p><i>See 03.05.00 for final tender submissions or proposal and supporting documentation.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>03.20.02</b></p>	<p>Records documenting unsuccessful responses to tenders.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>03.20.03</b></p>	<p>Records documenting suggestions to compete for tenders, correspondence forwarding tender advertisements and invitations to tender where a submission is not made.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>03.20.04</b></p>	<p>Register of tender and project proposals.</p>	<p>TEMPORARY                  Destroy 7 years after last entry.</p>

<p><b>04.00.00</b></p>	<p><b>PRISON MANAGEMENT</b></p> <p>The function associated with strategic management of the State’s prison facilities including the prison, remand centres or reception prisons, prison hospital and prison farm. Includes developing and managing policies and procedures for custodial corrections management, offender management models, related training and development for specialist corrections staff, and monitoring of professional conduct. Includes the management and oversight of the prisoner complaints system and monitoring of prison operations by official visitors. Facilities include Risdon Prison and Prison Hospital, Hayes Prison Farm, Hobart Remand Centre and Launceston Remand Centre.</p> <p><i>See 02.00.00 and 03.00.00 for the implementation of protocols and models.</i></p> <p><i>See DA No. 2157 12.10.00 for discipline records relating to a proven complaint.</i></p> <p><i>See DA No. 2157 12.22.00 for any activities relating to the identification and appointment of specialist custodial staff as well as non-custodial staff.</i></p> <p><i>See DA No. 2157 13.00.00 for managing the physical infrastructure of the facilities.</i></p>	
<p><b>04.01.00</b></p>	<p><b>Addresses (PRISON MANAGEMENT)</b></p> <p>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Add the title of the address as free text.</p> <p><i>See DA No. 2157 14.12.00 for the publication of addresses by the organisation.</i></p> <p><i>See DA No. 2157 15.13.00 for training the organisation's personnel.</i></p>	
<p>04.01.01</p>	<p>Final versions of addresses, speeches and other public information relating to significant prison management issues or presented by the Director or senior agency officers at major public functions.</p>	<p>PERMANENT</p>
<p>04.01.02</p>	<p>Final versions of addresses, speeches and other public information not described in 04.01.01.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>04.01.03</p>	<p>Records documenting the preparation of addresses and speeches.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p><b>04.02.00</b></p>	<p><b>Advice (PRISON MANAGEMENT)</b></p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>Tip: LEGAL SERVICES - ADVICE may be used for legal advice furnished to the organisation by external and internal sources.</p> <p><i>See DA No. 2157 07.12.00 where the organisation is responding to the Government's request for advice or comments.</i></p> <p><i>See DA No. 2157 12.09.00 for advice given to individuals on personnel matters.</i></p>	
<p>04.02.01</p>	<p>Records documenting the provision or seeking of advice on significant issues relating to the prison management function. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> <li>• source data that is considered necessary to substantiate the advice.</li> </ul>	<p>PERMANENT</p>

04.02.02	Records documenting the provision or seeking of advice on the prison management function not described in 04.02.01. Includes: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> <li>• source data that is considered necessary to substantiate the advice.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
04.02.03	Source data that is not considered necessary to substantiate the advice.	TEMPORARY Destroy when reference ceases.
04.03.00	<p><b>Committees (PRISON MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 01.05.00 for any committees that deal with matters relating to individual inmates such as the Prisoner Risk Review Group and the Classification Committee.</i></p>	
04.03.01	Records documenting committees with responsibility for planning and making decisions on prison management. These may include: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• minutes and agenda</li> <li>• meeting papers</li> <li>• reports.</li> </ul>	PERMANENT
04.03.02	Records documenting the conduct and administration of committees.	TEMPORARY Destroy 2 years after action completed.
04.04.00	<p><b>Community Consultation (PRISON MANAGEMENT)</b></p> <p>The activities associated with consultation with stakeholders in the community with an interest in prison management issues and in programs and services provided for inmates.</p> <p><i>See 02.12.00 for consultation relating to specific projects.</i></p> <p><i>See 04.12.00 for matters raised by external groups that are not part of the formal consultation processes.</i></p> <p><i>See 04.13.00 for formal contact with government stakeholders and other agencies with responsibilities directly related to custodial corrections.</i></p> <p><i>See 04.17.00 for consultation undertaken for specific projects such as PIRP (Prison Infrastructure Redevelopment Project).</i></p> <p><i>For consultation with stakeholders on programs for inmates use 02.05.00.</i></p>	
04.04.01	Records documenting significant consultation between the agency and community organisations involved in prison-related issues.	PERMANENT
04.04.02	Records documenting minor consultation between the agency and community groups on prison management.	TEMPORARY Destroy 7 years after action completed.
04.04.03	Records documenting routine approvals for community organisations to conduct prison –related activities including: <ul style="list-style-type: none"> <li>• Family days</li> <li>• Visits from sporting teams</li> <li>• Christmas activities such as performances by the Salvation Army Choir</li> </ul> <p><i>See 02.12.00 where the activities are part of a specific program for inmates.</i></p>	TEMPORARY Destroy 2 years after approval expires.

<p><b>04.05.00</b></p>	<p><b>Complaints (PRISON MANAGEMENT)</b></p> <p>The activities associated with the formal receipt, handling, investigation and resolution of complaints from inmates about their treatment and conditions in prison. Findings on formal complaints comprise those resolved with no further action, those 'beyond authority' (complaints on issues under the jurisdiction of another agency and which are referred on), deferred complaints, unsubstantiated complaints, substantiated complaints, and rejected complaints.</p> <p>Tip: Create a file for each major complaint and file minor or routine complaints by type for example food, canteen, accommodation etc.</p> <p><b>Note:</b> <i>Complaints from inmates are NOT placed on inmates' Case Management files as these files are accessed by authorised custodial staff.</i></p> <p><u>See</u> 01.03.00 for specific complaints from immediate family or an inmate's legal representatives on behalf of the inmate.</p> <p><u>See</u> DA No. 2157 01.22.00 for complaints about prison conditions in general but not representing an inmate.</p> <p><u>See</u> DA No. 2157 12.10.00 for disciplinary action against staff resulting from inmate complaints.</p>	
<p>04.05.01</p>	<p>Register of inmates' complaints</p>	<p>PERMANENT</p>
<p>04.05.02</p>	<p>Summary information about the number and nature of complaints handled internally.</p>	<p>PERMANENT</p>
<p>04.05.03</p>	<p>Inmates' complaints which are:</p> <ul style="list-style-type: none"> <li>• Substantiated (other than those described in 04.05.04)</li> <li>• unsubstantiated but lead to changes in procedures</li> <li>• unresolved but lead to changes in procedures.</li> </ul> <p>Records documenting these complaints may include:</p> <ul style="list-style-type: none"> <li>• lodgement of complaint and related request forms</li> <li>• interview notes or transcripts</li> <li>• investigator's notes</li> <li>• evidence of the complaint</li> <li>• witness statements</li> <li>• investigator's report</li> <li>• comments from any staff member involved</li> <li>• response from the Director's office including outcome of complaint, reasons for findings and action taken.</li> </ul>	<p>PERMANENT</p>
<p>04.05.04</p>	<p>Records documenting inmates' complaints which are <b>substantiated</b> but are of a minor or non-recurring nature. Records documenting these complaints may include</p> <ul style="list-style-type: none"> <li>• Lodgement of complaint</li> <li>• Interview notes or transcripts</li> <li>• Investigators notes</li> <li>• Evidence of the complaint</li> <li>• Witness statements</li> <li>• Investigators report</li> <li>• Response from the Director's office including outcome of complaint, reasons for findings and action taken</li> </ul> <p><u>See</u> 04.05.03 for substantiated complaints on more significant issues.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>



04.05.05	<p>Records documenting inmates' complaints which are unsubstantiated:</p> <ul style="list-style-type: none"> <li>• lodgement of complaint</li> <li>• interview notes or transcripts</li> <li>• investigator's notes</li> <li>• evidence of the complaint</li> <li>• witness statements</li> <li>• investigator's report</li> <li>• response from Director's office including outcome of complaint, reasons for findings and action taken.</li> </ul>	<p>TEMPORARY Destroy 7 years after the complainant is released.</p>
04.05.06	<p>Records documenting inmates' complaints on serious matters which are unresolved (e.g. due to lack of evidence) including:</p> <ul style="list-style-type: none"> <li>• lodgement of complaint</li> <li>• interview notes or transcripts</li> <li>• investigator's notes</li> <li>• evidence of the complaint</li> <li>• witness statements</li> <li>• investigator's report</li> <li>• comments from any staff member involved</li> <li>• response from Director's office including outcome of complaint, reasons for findings and action taken.</li> </ul> <p>Complaints on serious matters relate to:</p> <ul style="list-style-type: none"> <li>• allegations of any serious injury or threat of injury</li> <li>• alleged misconduct by a staff member</li> <li>• alleged mistreatment of an inmate by withholding entitlements or infringing rights.</li> </ul>	<p>TEMPORARY Destroy 7 years after the complainant is released.</p>
04.05.07	<p>Records documenting inmates' complaints on minor matters which are unresolved (e.g. due to lack of evidence) including:</p> <ul style="list-style-type: none"> <li>• lodgement of complaint</li> <li>• interview notes or transcripts</li> <li>• investigator's notes</li> <li>• evidence of the complaint</li> <li>• witness statements</li> <li>• investigator's report</li> <li>• comments from any staff member involved</li> <li>• response from Director's office including outcome of complaint, reasons for findings and action taken.</li> </ul> <p>Complaints on minor matters relate to:</p> <ul style="list-style-type: none"> <li>• visitors or proposed visitors</li> <li>• discretionary requests denied</li> <li>• frivolous or vexatious complaints.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
04.05.08	<p>Records of inmates' complaints that address major or recurring issues and where the complaint is substantiated that are made to or forwarded to external authorities for resolution including the Ombudsman, Health Complaints Commissioner, Anti-Discrimination Commission, Official Visitors and the police.</p> <p>These records may include:</p> <ul style="list-style-type: none"> <li>• summary of complaint</li> <li>• investigations undertaken internally</li> <li>• response from the investigating body including outcome of complaint, reasons for finding and action required by the agency</li> <li>• actions taken by the agency.</li> </ul> <p><i>See 04.05.09 for complaints on minor issues or where the complaint is not substantiated.</i></p>	<p>PERMANENT</p>

04.05.09	<p>Records of inmates' complaints that are made to or forwarded to external authorities for resolution including the Ombudsman, Health Complaints Commissioner, Anti-Discrimination Commission, Official Visitors and the police where the complaint is a minor or non-recurring issue or is not substantiated.</p> <p>These records may include</p> <ul style="list-style-type: none"> <li>• summary of complaint</li> <li>• investigations undertaken internally</li> <li>• response from the investigating body indicating that no further action is required.</li> </ul> <p><i>See 04.05.08 for complaints on major or recurring issues or where the complaint is substantiated.</i></p>	TEMPORARY Destroy 7 years after action completed.
04.06.00	<p><b>Compliance (PRISON MANAGEMENT)</b></p> <p>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.</p> <p><i>See 02.03.00 for the process of validating compliance against records.</i></p> <p><i>See DA No. 2157 03.12.00, 11.07.00 and 13.12.00 for examinations of facilities, items and equipment.</i></p>	
04.06.01	Records documenting major breaches of compliance with broad standards and statutory requirements that apply to the prison management function.	PERMANENT
04.06.02	Records documenting compliance with broad standards and statutory requirements that apply to the prison management function including minor breaches of compliance.	TEMPORARY Destroy 7 years after action completed.
04.07.00	<p><b>Contracting Out (PRISON MANAGEMENT)</b></p> <p>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 04.24.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
04.07.01	Contract registers	PERMANENT
04.07.02	<p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> <li>• records of financial transactions.</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract.
04.07.03	<p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
04.07.04	<p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.

<p><b>04.08.00</b></p>	<p><b>Emergency Management (PRISON MANAGEMENT)</b>                  The processes involved in establishing protocols for managing emergency situations that occur in prisons or that affect prison premises.   <i>See 01.06.00 and 04.09.00 for reports and debriefing on emergency situations that occur.</i>   <i>See 04.16.00 for finalised emergency management procedures that are integrated into Standard Operating Procedures or Standing Orders.</i></p>	
<p>04.08.01</p>	<p>Final versions of emergency management protocols.</p>	<p>PERMANENT</p>
<p>04.08.02</p>	<p>Records documenting the preparation of protocols including research material.</p>	<p>TEMPORARY                  Destroy 2 years after the protocols superseded.</p>
<p><b>04.09.00</b></p>	<p><b>Incidents (PRISON MANAGEMENT)</b>                  The activities undertaken to report on and deal with incidents that involve a threat to security. Includes investigations, debriefings, staff meetings, analysis of responses and report and recommendations. Incidents may include accidents, drug detection, assaults, deaths in custody, escapes, self-harm, attempted suicide, riots, sieges, seizures of property, and the results of visitors searches.   <i>See 01.03.00 for charges or disciplinary action against individual inmates resulting from incidents.</i>   <i>See 01.08.00 for security breaches such as drug possession, drug use, non-approved items of property, mobile phones etc. identified through routine searches, testing and other security procedures.</i>  <i>See 01.13.00 for managing breaches of discipline by individual inmates.</i>   <i>See 04.11.00 for potential or perceived threats where no incident has occurred.</i>   <i>For investigation and reporting on major or large scale incidents involving a number of inmates use 04.15.00.</i></p>	
<p>04.09.01</p>	<p>Incident register.</p>	<p>PERMANENT</p>
<p>04.09.02</p>	<p>Records of notifiable incidents (Category I) as specified in Director's Standing Orders including:</p> <ul style="list-style-type: none"> <li>• notes of verbal reports made</li> <li>• written incident reports</li> <li>• investigations and debriefings</li> <li>• records provided for coronial inquests</li> <li>• records provided to formal inquiries</li> <li>• action taken as a result of the incident.</li> </ul> <p>Category I includes serious incidents such as:</p> <ul style="list-style-type: none"> <li>• deaths, serious assault or serious injury</li> <li>• actual or attempted escapes or breaches of the prison</li> <li>• serious threats to persons or property such as riots, hostage taking, fire or any other significant threats to security.</li> </ul>	<p>PERMANENT</p>

04.09.03	<p>Records of notifiable incidents (Category 2) as specified in Director's Standing Orders including:</p> <ul style="list-style-type: none"> <li>• notes of verbal reports made</li> <li>• written incident reports</li> <li>• investigations and debriefings</li> <li>• records provided to formal inquiries</li> <li>• action taken as a result of the incident.</li> </ul> <p>Category 2 includes serious incidents such as:</p> <ul style="list-style-type: none"> <li>• assaults and injuries other than those in Category 1</li> <li>• any use of force</li> <li>• drugs, chemical agents and contraband</li> <li>• significant inmate or visitor-related incidents</li> <li>• minor threats such as fire or loss or theft of prison property</li> <li>• inmates' refusal to comply with prison regulations or refusal of food.</li> </ul>	TEMPORARY Destroy 15 years after action completed.
04.09.04	<p>Records of reportable incidents, matters other than notifiable incidents that may affect prison security and order including:</p> <ul style="list-style-type: none"> <li>• notes of verbal reports made</li> <li>• written incident reports</li> <li>• investigations and debriefings</li> <li>• records provided to formal inquiries</li> <li>• action taken as a result of the incident.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
04.10.00	<p><b>Intelligence (PRISON MANAGEMENT)</b> The processes involved in gathering, receiving and sharing information about prison or inmate safety and security. Includes criminal intelligence provided by inmates relating to external law enforcement prior to the involvement of law enforcement agencies.</p> <p><i>See 04.09.00 or 04.11.00 for intelligence relating to a specific investigation or incident.</i></p>	
04.10.01	Records of prison intelligence provided to law enforcement agencies.	TEMPORARY Destroy 2 years after action completed.
04.10.02	Records of prison intelligence that leads to charge with a prison offence.	TEMPORARY Destroy 7 years after action completed.
04.10.03	Records of other prison intelligence <u>not</u> included in 04.10.01 or 04.10.02.	TEMPORARY Destroy 2 years after action completed.
04.11.00	<p><b>Investigations (PRISON MANAGEMENT)</b> The activities related to internal investigations undertaken into any prison operations or issues. Includes breaches of operating procedures, standing orders or directives, adequacy of protocols, and systemic issues that may arise from specific complaints or incidents.</p> <p><i>See 04.09.00 for investigation of specific reported incidents.</i></p> <p><i>See 04.05.00 for investigation of specific formal complaints.</i></p> <p><i>See DA No. 2157 for disciplinary action taken against staff.</i></p>	
04.11.01	Records documenting investigations into prison operations that result from alleged or identified breaches in operational protocols or which investigate shortcomings in operating protocols or systems.	PERMANENT
04.11.02	Records of administrative arrangements to support the conduct of the investigation.	TEMPORARY Destroy 7 years after action completed.

<p><b>04.12.00</b></p>	<p><b>Issues (PRISON MANAGEMENT)</b>                  The activities associated with receiving, responding to, monitoring and managing issues relating to prison operations. Materials on file could include media articles, research notes, papers from other jurisdictions, and reports from other bodies. Issues are often raised by the public, prison interest groups, the media, political parties and may or may not be raised directly with prison administration. Issues may cover a wide area of prison administration such as: admissions, children (of inmates in prison), discharges/releases, food, visitor access, remand, juveniles in adult prisons, Aboriginal inmates, prison conditions, clothing, employment, health, and payments to inmates.</p> <p>Tip: create one file per year to include all minor issues and a separate file by subject for any major issues.</p> <p><i>See 04.04.00 for structured, formal or on-going consultation with community groups.</i></p>	
<p>04.12.01</p>	<p>Records documenting significant issues raised with prison administration or that attract a high level of public attention, and the response to these issues, including:</p> <ul style="list-style-type: none"> <li>• letters from members of the public</li> <li>• copies of media reports</li> <li>• petitions</li> <li>• brochures or fliers.</li> </ul>	<p>PERMANENT</p>
<p>04.12.02</p>	<p>Records documenting issues <u>not</u> covered in 04.12.01</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>04.13.00</b></p>	<p><b>Liaison (PRISON MANAGEMENT)</b>                  The activities associated with consultation with government stakeholders involved in the corrections sector such as community corrections services and youth detention centres. Includes sharing or coordinating information with agencies carrying out related functions such as maintaining contact with victims of crime.</p> <p><i>See 04.17.00 for records of specific projects undertaken in conjunction with other agencies.</i></p>	
<p>04.13.01</p>	<p>Records documenting major, significant or new approaches towards formal liaison with other agencies in the corrections sector relating to the prison management function.</p>	<p>PERMANENT</p>
<p>04.13.02</p>	<p>Record relating to routine, minor information exchange and arrangements.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>04.14.00</b></p>	<p><b>Policy (PRISON MANAGEMENT)</b>                  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.</p> <p>Add as a descriptor under either a functional or an administrative (i.e. Keyword AAA) keyword to document the formulation, research, drafting, reviewing, amending, adoption and implementation of organisational policy, e.g. FLEET MANAGEMENT - POLICY - Private Vehicles.</p> <p><i>See 04.06.00 for government policy that an organisation is obligated to adopt under legislative or regulatory requirements, e.g. FLEET MANAGEMENT - COMPLIANCE - Roads Act 1993.</i></p> <p><i>For the master set of all Standing Orders, Standard Operating Procedures, Directives (Daily Procedures) and Risk Bulletins on individual inmates issued by the Prison Risk Review Group use DA No. 2157 16.15.00.</i></p>	
<p>04.14.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>

<p><b>04.15.00</b></p>	<p><b>Prison Offences (PRISON MANAGEMENT)</b>                  The process of managing breaches of prison discipline by inmates. Prison offences must be reported in writing, and investigated by a disciplinary officer (a correctional officer nominated by the Director). Any substantiated offences are recorded in a register of offences. Inmates are able to appeal against decisions and related penalties.</p> <p><i>See 01.03.00 for final decisions on individual prison offences.</i></p> <p><i>See 04.09.00 where there is a threat to prison security.</i></p> <p><i>For the reporting and investigation of individual prison offences use 01.13.00.</i></p>	
<p>04.15.01</p>	<p>Records of administrative arrangements to support the conduct of the investigation and hearings of prison offences.</p>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p><b>04.16.00</b></p>	<p><b>Procedures (PRISON MANAGEMENT)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.</p> <p><b>Note:</b> <i>The master set of Standard Operating Procedures, Standing Orders, Directives and any other bulletins, along with amendments, should be classified under DA No. 2157 16.15.00. Any other versions will be user copies, retained for reference by business units.</i></p> <p><i>For the user sets of all prison operating procedures DA No. 2158.</i></p>	
<p>04.16.01</p>	<p>Record documenting the development of procedures and final versions of manuals and instructions relating to the prison management function.</p>	<p>TEMPORARY                  Destroy 2 years after superseded.</p>
<p><b>04.17.00</b></p>	<p><b>Project Management (PRISON MANAGEMENT)</b>                  The activities associated with coordinating major projects in the prison, whether undertaken by external providers, internal staff or other government agencies. Includes monitoring and reviewing progress and providing input to contract variation to ensure that the project proceeds according to established or developing standards and requirements.</p> <p><b>Note:</b> <i>The Department of Justice is responsible for the overall contract management of major construction projects such as PIRP (Prison Infrastructure Redevelopment Project). Management and disposal of related contract and construction records remains with the Department of Justice.</i></p> <p><i>See 04.03.00 for deliberations and decisions on project issues</i></p> <p><i>See 04.23.00 and 04.25.00 for developing and delivering training based on the new Custodial Operating Model and for operating in the new facility.</i></p> <p><i>See DA No. 2157 04.00.00 for the development of new duty statements and workforce strategies undertaken as part of the Prisons Infrastructure Redevelopment Program (PIRP) at Risdon..</i></p> <p><i>See DA No. 2157 08.00.00 for the negotiation of awards or wages agreements for custodial staff undertaken as part of the PIRP.</i></p> <p><i>See DA No. 2157 12.00.00 for the recruitment of new staff.</i></p> <p><i>See DA No. 2157 16.00.00 for master set of policies and directives developed to implement the new Custodial Operating Model as part of the PIRP and for amendments to governing legislation.</i></p>	

04.17.01	<p>Records documenting the management of major projects, such as prison infrastructure and redevelopment projects, where the agency has a key role in implementation. Includes:</p> <ul style="list-style-type: none"> <li>• project plan including project overview</li> <li>• internal project meetings and workshops</li> <li>• project registers including issues registers and risk registers</li> <li>• project discussion papers</li> <li>• project manager status reports</li> <li>• communications plan for internal/external stakeholders</li> <li>• marketing plan and master set of marketing information</li> <li>• building and infrastructure plans and diagrams (final version as master)</li> <li>• source data that is considered necessary to substantiate advice, or necessary for future projects.</li> </ul>	PERMANENT
04.17.02	<p>Records documenting components of the project where the responsibility for management rests wholly with another agency including:</p> <ul style="list-style-type: none"> <li>• project budget</li> <li>• transitional budget.</li> </ul>	TEMPORARY Destroy 10 years after action completed.
04.17.03	<p>Source data that is not considered</p> <ul style="list-style-type: none"> <li>• necessary to substantiate reports, or</li> <li>• necessary for future projects.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>04.18.00</b>	<p><b>Reporting (PRISON MANAGEMENT)</b></p> <p>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.</p> <p>Tip: This activity descriptor should only be used for formal reporting against business plans etc., not the day-to-day reporting of business activities. For example, reporting on an inspection of a building should be classified under INSPECTIONS not REPORTING.</p> <p><i>See 01.06.00 and 04.09.00 for the reporting of specific incidents.</i></p> <p><i>See DA No. 2157 14.12.00 for the master copy of the annual report.</i></p>	
04.18.01	Final versions of formal internal and external reports prepared by of for the agency on the prison management function.	PERMANENT
04.18.02	<p>Records of reports of official visitors and visiting medical officers including:</p> <ul style="list-style-type: none"> <li>• quarterly reports on health</li> <li>• reports on the health of specific inmates</li> <li>• reports on the treatment, behaviour and conditions of inmates</li> <li>• receipt and investigation of complaints of inmates</li> <li>• management or disciplining of inmates or conduct of correctional officers</li> <li>• the state of the prison.</li> </ul>	PERMANENT
04.18.03	Statistics collected by or for the agency and forwarded to the Australian Bureau of Statistics.	TEMPORARY Destroy 2 years after action completed.
04.18.04	Statistical information collected by or for the agency related to major prison management activities and not included in 04.18.03.	PERMANENT
04.18.05	Statistics not included in 04.18.03 or 04.18.04.	TEMPORARY Destroy 7 years after action completed.

<p><b>04.19.00</b></p>	<p><b>Research (PRISON MANAGEMENT)</b>                  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., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. Add the name of the research topic as free text.   <i>See 04.14.00 for research into the formulation of policy.</i></p>
<p>04.19.01</p>	<p>Records documenting research carried out to support the prison management function.</p> <p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>04.20.00</b></p>	<p><b>Resource Development (PRISON MANAGEMENT)</b>                  The activities associated with developing corrections training courses and related assessment and support material such as workplace validation booklets. Resources may be developed in house or by external education partners or registered training organisations.   <i>See 04.23.00 for the delivery of training for corrections or custodial staff.</i>   <i>See DA No. 2157 15.00.00 for the development of training for non-custodial/corrections staff.</i></p>
<p>04.20.01</p>	<p>Final versions of training material used in specialist corrections training courses developed by the agency, including:</p> <ul style="list-style-type: none"> <li>• aims and goals</li> <li>• program outline</li> <li>• course notes</li> <li>• handouts</li> <li>• audiovisual material</li> <li>• workplace support material such as validation books.</li> </ul> <p>PERMANENT</p>
<p>04.20.02</p>	<p>Records documenting the development of training materials not included in 04.20.01.</p> <p>TEMPORARY                  Destroy when training material superseded.</p>
<p>04.20.03</p>	<p>Records documenting review and input into specialist corrections training resources developed by external providers including:</p> <ul style="list-style-type: none"> <li>• comments on resources</li> <li>• correspondence with providers</li> <li>• copies of resources and support material</li> </ul> <p>TEMPORARY                  Destroy 2 years after the course is superseded.</p>
<p><b>04.21.00</b></p>	<p><b>Risk management (PRISON MANAGEMENT)</b>                  The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.   <i>For the management of business risks associated with prison industries use 03.17.00.</i></p>
<p>04.21.01</p>	<p>Records documenting the identification of risks, the review of risk management practices and processes in place to reduce the risk with regard to prison management where the need for remedial action or development of new protocols is identified.   <i>See 04.08.00 for the protocols for emergency situations.</i>   <i>See DA No. 2157 16.15.00 for specific operational protocols put in place to manage risks.</i></p> <p>PERMANENT</p>
<p>04.21.02</p>	<p>Records of the routine monitoring of potential risks which do not identify a need for remedial action or development of new protocols.</p> <p>TEMPORARY                  Destroy 7 years after action completed.</p>



<p><b>04.22.00</b></p>	<p><b>Security (PRISON MANAGEMENT)</b>                  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.</p> <p><i>See DA No. 2157 12.00.00 for staff security checks.</i></p> <p><i>For activities associated directly with inmate security use 01.08.00.</i></p>	
<p>04.22.01</p>	<p>Register of evidence (including contraband items) seized from or related to visitors with regard to alleged offences or security breaches.</p>	<p>PERMANENT</p>
<p>04.22.02</p>	<p>Items seized or that are retained as evidence of commission of an alleged offence during searches of visitors.</p> <p><i>See 01.19.00 for surveillance records of prison premises and inmate/visitor contact.</i></p>	<p>TEMPORARY                  Transfer to the police or destroy 7 years after action completed.</p>
<p>04.22.03</p>	<p>Records documenting visitors to specific inmates including contact visitors. Includes gate pass cards (gate passes).</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p>04.22.04</p>	<p>Records documenting general entry to the prison not related to any specific inmate.</p>	<p>TEMPORARY                  Destroy when reference ceases.</p>
<p>04.22.05</p>	<p>Biometric identification information collected for use in admitting visitors. This may include recording of physical traits such as:</p> <ul style="list-style-type: none"> <li>• fingerprints</li> <li>• iris scans.</li> </ul>	<p>TEMPORARY                  Destroy when reference ceases.</p>
<p>04.22.06</p>	<p>Records relating to alleged offences committed or security breaches by visitors to prison facilities including:</p> <ul style="list-style-type: none"> <li>• initial reports</li> <li>• visitor’s explanation</li> <li>• written report of the allegations</li> <li>• investigation notes.</li> </ul>	<p>TEMPORARY                  Destroy 2 years after information provided to police, or 2 years after action completed, whichever is later.</p>
<p>04.22.07</p>	<p>Records of security assessments or screening of individuals other than staff entering prison facilities (e.g. visitors, contractors etc.) including:</p> <ul style="list-style-type: none"> <li>• clearances</li> <li>• police checks</li> </ul>	<p>TEMPORARY                  Destroy 2 years after action completed.</p>
<p>04.22.08</p>	<p>Records of searches of visitors. Includes screening by drug detection dogs.</p> <p><i>See 04.22.02 for items seized during searches.</i></p> <p><i>See 04.22.06 for security breaches where contraband items such as drugs, mobile phones etc. are found.</i></p>	<p>TEMPORARY                  Destroy 2 years after information provided to police or 2 years after action completed, whichever is later.</p>
<p><b>04.23.00</b></p>	<p><b>Specialist Training (PRISON MANAGEMENT)</b>                  The activities involved in the delivery of specialist training to corrections and custodial staff.</p> <p><i>See 04.20.00 for the development of specialist training for custodial/corrections staff.</i></p> <p><i>See DA No. 2157 15.00.00 for the delivery of training to non-custodial/corrections staff.</i></p>	
<p>04.23.01</p>	<p>Records documenting registration and attendance at internal and external specialist corrections training courses including:</p> <ul style="list-style-type: none"> <li>• training plans</li> <li>• lists of attendees</li> <li>• training schedules.</li> </ul> <p><b>Note:</b> Attendance should be also recorded in individuals training histories.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

04.23.02	<p>Training history records for specialist corrections training including:</p> <ul style="list-style-type: none"> <li>• name of trainee</li> <li>• qualification or certification attained</li> <li>• date attended</li> <li>• results or assessment</li> <li>• comments.</li> </ul> <p><b>Note:</b> Copy relevant details to the individual's personnel file when they leave the agency.</p>	<p>Destroy individual entries when the employee reaches 75 years of age or 7 years after separation, whichever is the later.</p>
04.23.03	<p>Records documenting administrative arrangements for delivering training courses including:</p> <ul style="list-style-type: none"> <li>• notifications of course dates</li> <li>• registration or enrolment forms</li> <li>• arranging instructors</li> <li>• notifications of acceptance</li> <li>• evaluations</li> <li>• venue bookings.</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
04.23.04	<p>Records documenting correspondence with other correctional organisations and education and training institutes regarding specialist corrections courses and training.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<b>04.24.00</b>	<p><b>Tendering (PRISON MANAGEMENT)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p><i>See 04.07.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	
04.24.01	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statements of requirements</li> <li>• requests for proposals</li> <li>• expressions of interest</li> <li>• requests for tender</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices.</li> </ul>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
04.24.02	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
04.24.03	<p>Tender registers.</p>	<p>TEMPORARY Destroy 7 years after last entry.</p>

<p><b>04.25.00</b></p>	<p><b>Training Registration (PRISON MANAGEMENT)</b>                  The process of managing in-house or monitoring external service providers in accrediting courses or registering as a training organisation. Courses provided to staff or inmates may be undertaken in partnership with registered educational institutions.</p> <p><i>See DA No. 2135 for training provided to agency staff, external clients or inmates, where the agency delivers the training as an RTO.</i></p> <p><i>For the monitoring of services and products from external registered training organisations related to inmate training use 02.18.00.</i></p>	
<p><b>04.25.01</b></p>	<p>Records relating to monitoring external service providers of specialist courses for custodial and corrections staff. These records may include:</p> <ul style="list-style-type: none"> <li>• eligibility and enrolment requirements</li> <li>• course outline and pre-requisites</li> <li>• accreditation information about courses</li> <li>• status of educational organisation (e.g. university, TAFE, RTO)</li> <li>• scholarship information.</li> </ul> <p><i>See 04.23.00 for records relating to attendance at specialist custodial and corrections training.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>04.26.00</b></p>	<p><b>Visits (PRISON MANAGEMENT)</b>                  The process of managing visitor access to prisons and secure facilities, and the administrative processes involved in approving or refusing inmates' visitors. The Director may exclude or terminate personal visitors to inmates for security reasons. Visitors include professional visitors, official visitors, members of the public, family and friends of inmates. Professional visitors include staff of the Ombudsman's office, legal practitioners, approved staff from federal government social service agencies and probation officers. Official visitors have responsibilities for monitoring prison conditions.</p> <p><i>For visitors to specific inmates use 01.03.00.</i></p>	
<p><b>04.26.01</b></p>	<p>Register of official and professional visitors.</p>	<p>PERMANENT</p>
<p><b>04.26.02</b></p>	<p>Records documenting the appointment and notification of official visitors and professional visitors including federal and state service staff.</p>	<p>TEMPORARY                  Destroy 7 years after appointment lapses.</p>
<p><b>04.26.03</b></p>	<p>Records documenting permission or refusal for members of the public to visit inmates.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>04.26.04</b></p>	<p>Records documenting issues raised by visitors, other than official visitors, about the visiting process such as:</p> <ul style="list-style-type: none"> <li>• problems with visiting areas</li> <li>• lack of facilities.</li> </ul> <p><i>See 04.18.02 for reports by official visitors.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>04.26.05</b></p>	<p>Consolidated lists of banned visitors including exclusions, refusals or terminations of visits by a person by the Director.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>