

QUEENSLAND CORRECTIVE SERVICES RETENTION AND DISPOSAL SCHEDULE

Authorised 7 January 2021

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of agency operational records created by Queensland Corrective Services.

Where printed, this reproduction is only accurate at the time of printing.
The [Queensland Government \(For Government\) website](#) should always be referred to
for the current, authorised version.

Using this schedule

The *Queensland Corrective Services retention and disposal schedule* authorises the disposal of agency operational records created by Queensland Corrective Services. It applies to records created in any format, unless otherwise specified in the class description. Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Queensland Corrective Services creates and manages records that relate to vulnerable persons and this is one of a number of important factors, along with the introduction of the *Human Rights Act 2019*, that have influenced the decisions made during the review of the *Queensland Corrective Services retention and disposal schedule*. While using this schedule, it is therefore essential to consider how best to manage records relating to vulnerable persons and to proactively protect the rights and entitlements of vulnerable persons through appropriate retention of records that relate to them. For [guidance](#) on identifying and managing these records, see the *Guideline on creating and keeping records for the proactive protection of vulnerable persons*.

The *Queensland Corrective Services retention and disposal schedule* can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS – including classes for the proactive protection of vulnerable persons – can be applied to any function undertaken by the agency, provided the retention period meets all of the agency’s specific regulatory requirements and there are no exclusions listed. Where there is an inconsistency in disposal action between the GRDS and the *Queensland Corrective Services retention and disposal schedule* for records relating to vulnerable persons, the disposal authorisation with the longest retention period should be applied. For example, if records relating to vulnerable persons are required to be kept permanently and transferred to Queensland State Archives under the *Queensland Corrective Services retention and disposal schedule*, then this disposal authorisation takes precedence over the GRDS class.

Queensland Corrective Services is the responsible agency for the *Queensland Corrective Services retention and disposal schedule* at the time of approval of the schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Government Records Innovation at Queensland State Archives on (07) 3037 6630 or rkqueries@archives.qld.gov.au.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency’s responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include, but are not limited to:

- QDAN638 v.2: Issued to Department of Community Safety (Queensland Corrective Services) on 16 January 2012
- QDAN638 v.1: Issued to Department of Corrective Services on 5 February 2008
- QDAN609 v.1: Issued to Department of Corrective Services on 7 February 2005
- QDAN483 v.2: Issued to Department of Corrective Services on 30 January 2001
- QDAN483 v.1: Issued to Department of Corrective Services on 15 March 2000
- 98/0043: Issued to Queensland Corrective Services Commission on 19 May 1998
- 97/0142: Issued to Queensland Corrective Services Commission on 1 October 1997

- 97/0083: Issued to Queensland Corrective Services Commission on 7 July 1997
- 97/0023: Issued to Queensland Corrective Services Commission on 7 July 1997
- 96/0006: Issued to Queensland Corrective Services Commission on 26 August 1996

Schedules should be reviewed at least every 5 years.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with the [Records Governance Policy](#). Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

How we can help?

More information on implementing schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

Approved by State Archivist: Mike Summerell

Date: 7 January 2021

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COMMON ACTIVITIES

Records of activities common to many agency functions. Each common record class from this section can be combined with the functions identified by the agency.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>POLICY AND PROCEDURES</p> <p><i>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 policies and procedures are determined. Include custodial operational practice directives and operational practice guidelines.</i></p>			
2428	<p><i>Policy and procedure master sets</i></p> <p>Master set of operational policies and procedures implemented across the agency. Includes custodial operational practice directives, operational practice directives and Deputy Commissioner instructions.</p>	<p>Permanent. Transfer to QSA after business action completed.</p>	7 January 2021
2429	<p><i>Policy and procedure development records</i></p> <p>Development records of operational policies and procedures implemented across the agency.</p>	10 years after policy or procedure is superseded.	7 January 2021
<p>SECURITY EQUIPMENT MANAGEMENT</p> <p><i>The activity of managing security equipment. Includes maintaining registers and databases for all security equipment including weapons and ammunition.</i></p>			
2430	<p><i>Equipment issue and registers</i></p> <p>Records relating to security equipment which document details of its storage, operational use and issue.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • issue registers • weapons issue registers • chemical agents register • operational equipment registers • operational ammunition registers 	7 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • training ammunition registers • protective equipment registers • restraint equipment registers • riot control equipment registers. <p><i>See disposal authorisation 2431 for registers and other records kept in accordance with the Weapons Act 1990.</i></p>		
2431	<p><i>Weapons Act records</i></p> <p>Records of weapons ownership kept in accordance with the <i>Weapons Act 1990</i>. Excludes the original record that is sent to, and retained by, the Weapons Licensing Branch (Queensland Police Service).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • notice of transactions involving a weapon • registers of procurement • dealers' advice book • Form 10 register • weapons register, including Government service register. <p><i>See disposal authorisation 2430 for records relating to the issuing of security equipment, including weapons and ammunition.</i></p>	50 years after business action completed.	7 January 2021

ASSURANCE AND RISK

The function of identifying, developing, establishing, implementing and updating the strategy, systems and operational tools to ensure that the company meets its operational compliance and quality obligations including business functional requirements. Includes internal and external compliance and quality requirements, audits, thematic reviews, inspections, controls etc.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>OFFICIAL VISITORS</p> <p><i>The activity of the Official Visitor Scheme. Official Visitors are independent members of the community who visit each correctional centre in the state. The Official Visitor Scheme provides a regular, easily accessible and independent program of visitation to assist prisoners to manage and resolve their complaints with the Agency. In addition, Official Visitors review key decisions and orders in the correctional system; for example, safety orders and maximum security orders.</i></p>			
2432	<p>Official Visitors</p> <p>Records relating to the Official Visitor Scheme.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment of Official Visitors • assigning Official Visitor to corrective services facility • remuneration, allowances and expenses • terminating appointment • Official Visitor workbooks and diaries • information about the function and powers of Official Visitors. <p>See <i>OFFENDER MANAGEMENT – Offender Based</i> for records relating to:</p> <ul style="list-style-type: none"> • <i>the prisoner’s application or request to see an Official Visitor</i> • <i>case notes on reports prepared by Official Visitors for a specific prisoner.</i> 	7 years after business action completed.	7 January 2021

CENTRE SECURITY MANAGEMENT

The function of developing, implementing, and controlling a safe and secure environment for prisoners in custody, including whilst in hospital security units. Includes:

- *weapons and ammunition management*
- *intelligence collection*
- *incident management*
- *prisoner movement control*
- *maintenance of the security management system*
- *issuing of identity cards to contractors and external agencies.*

See *COMMON ACTIVITIES*:

- *Policies and Procedures for the management of policies and procedures relating to centre security management*
- *Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.*

See *DOG SQUAD* for the management of records relating to the Dog Squad.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ACCOMMODATION MANAGEMENT			
<i>The activity of arranging accommodation during a correctional episode including the processes involved in cell or room allocation and tracking of accommodation.</i>			
2433	<i>Accommodation records</i> Records relating to the arrangements for accommodation during a correctional episode, including the processes for cell or room allocation and tracking of accommodation.	2 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>ELECTRONIC SECURITY</p> <p><i>The activity of ensuring the reliability, use and maintenance of electronic security management systems installed within a correctional facility or a Community Corrections centre in order to maintain perimeter integrity, monitor areas and offenders, prevent escapes and provide a safe and secure environment for staff, prisoners and the community.</i></p>			
2434	<p>Biometrics – offender data</p> <p>All records of biometric information for offenders and prisoners where a conviction has been recorded before or after the collection of biometric data.</p> <p><i>See disposal authorisation 2428 for the management of the master set of operational policies and procedures implemented across the agency relating to the use of biometrics.</i></p> <p><i>See disposal authorisation 2435 for the management of all other biometric data.</i></p>	100 years after business action completed.	7 January 2021
2435	<p>Biometrics – other data</p> <p>All records of biometric information for:</p> <ul style="list-style-type: none"> • individuals on remand where no conviction has been recorded after the collection of biometric data • staff and visitors to correctional facilities. <p><i>See disposal authorisation 2428 for the management of the master set of operational policies and procedures implemented across the agency relating to the use of biometrics.</i></p> <p><i>See disposal authorisation 2434 for the management of biometric data relating to offenders and prisoners.</i></p>	Until business action completed.	7 January 2021
2436	<p>CCTV/Body worn camera recordings</p> <p>Audio and video recordings by CCTV and body worn cameras used to monitor:</p> <ul style="list-style-type: none"> • perimeter activities 	30 days after the creation of the recording.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • prison communal and industries areas • activities of an offender or group of offenders • any contact between offenders and others that is not required for investigative purposes. <p>Excludes:</p> <ul style="list-style-type: none"> • recordings that are required for investigative purposes, such as recordings of criminal activity • recordings of breach proceedings. <p><i>See CENTRE SECURITY MANAGEMENT – Investigations (Offender) for audio and video recordings:</i></p> <ul style="list-style-type: none"> • <i>that are required for investigation purposes</i> • <i>that show major breaches of discipline</i> • <i>of reviews (including interviews) relating to major breaches of discipline.</i> 		
2437	<p>Security related data – other</p> <p>Records and data such as audio or radio recordings and security management system point data recordings (i.e. doors opening and closing). Includes electronic access control.</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	100 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>INTERNAL PRISONER MOVEMENT</p> <p><i>The activity of controlling the movements of an individual prisoner, including lock away and unlock procedures within the correctional facility.</i></p> <p><i>See PRISONER TRANSFER AND ESCORT – External Transfer and Escort for records relating to prisoner transfer and escort for centres and specific prisoner transports that don't use Escort and Security Branch to do the transports externally.</i></p>			
2438	<p><i>Internal prisoner movements</i></p> <p>Records for the internal movements of prisoners within a correctional facility.</p>	10 years after business action completed.	7 January 2021
<p>INVESTIGATIONS (Offenders)</p> <p><i>The activity of investigating incidents including critical or significant incidents involving offenders.</i></p>			
2439	<p><i>Offender investigations – significant or critical</i></p> <p>Records relating to the investigation of critical and significant incidents involving prisoner(s) within the correctional centre or offender(s) in community corrections.</p> <p><i>See disposal authorisation 1073 in the General retention and disposal schedule (GRDS) for records relating to any other offender investigations that have legal significance.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	Permanent. Transfer to QSA after business action completed.	7 January 2021
2440	<p><i>Offender investigations – other</i></p> <p>Records for prisoner investigations or offender investigations that are not identified as critical or significant within the correctional centre or in community corrections.</p> <p>Excludes any non-significant or non-critical offender investigations that have legal significance.</p>	2 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>See disposal authorisation 2439 for records relating to significant or critical offender investigations.</p> <p>See disposal authorisation 1073 in the General retention and disposal schedule (GRDS) for records relating to any other offender investigations that have legal significance.</p>		
<p>MUSTERS AND HEAD COUNTS</p>			
<p><i>The activity of undertaking a head count of offenders at a given place at any given time. A muster is the checking of all prisoners in a corrective services facility by name against a printout obtained from the current offender management system, and a photograph. The correlation of the final figure is checked against the facility statement as identified by the current offender management system.</i></p>			
2441	<p><i>Musters and head counts</i></p> <p>Records of musters and head counts of offenders at a given place at any given time.</p>	7 years after business action completed.	7 January 2021
<p>SEARCHES</p> <p><i>The activity of searching offenders, visitors, vehicles and areas (including the perimeter) within a correctional services facility.</i></p> <p><i>For searches of offenders, see OFFENDER MANAGEMENT – Searches.</i></p> <p><i>For searches of vehicle, visitors and areas (such as cells), see CENTRE SECURITY MANAGEMENT – Searches.</i></p>			
2442	<p><i>Searches of vehicles, visitors or areas</i></p> <p>Registers and other records relating to searches which document: the time of the search, who or what was searched, who conducted the search and, the outcome of the search.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • vehicle search registers • special search books • cell search registers • area search registers 	7 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> visitor search registers. 		
<p>SECURE HOSPITAL UNIT</p> <p><i>This activity provides in-patient, out-patient and emergency medical care for both male and female prisoners who require general hospitalisation and treatment. The unit is also utilised to facilitate prisoner access to attend various clinics within the facility. Queensland Corrective Services provides for the management and administration of the security of the unit including escort of prisoners at the hospital both within the unit itself and prisoner movements to specialist clinics. Medical services are provided for and remain the responsibility of the hospital administration.</i></p>			
2443	<p>Secure hospital unit – high risk or at risk prisoners</p> <p>Records for the management of high risk prisoners and at risk prisoners who are admitted into the secure hospital unit.</p> <p><i>For clinical health records of offenders, and any other clinical records relating to health care provision for offenders, refer to Queensland Health.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	20 years after business action completed.	7 January 2021
2444	<p>Secure hospital unit – other</p> <p>Records for the management of all other prisoners who are admitted into the secure hospital unit.</p> <p><i>For clinical health records of offenders, and any other clinical records relating to health care provision for offenders, refer to Queensland Health.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	7 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>SECURITY</p> <p><i>The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes:</i></p> <ul style="list-style-type: none"> • <i>the security classification of personnel and criminal record checks, controlling entry into correctional facilities to maintain the security and safety of offenders, staff, and visitors</i> • <i>any response systems such as internal and external patrols key control and logbooks and registers.</i> 			
2445	<p>Reception and discharge records</p> <p>Reception and discharge records relating to the admission of offenders to – and discharge of offenders from – custodial, correctional, and community corrections facilities under ss.9-10 and 12 of the <i>Corrective Services Act 2006</i>.</p> <p>Includes reception and discharge records for the secure hospital unit(s).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • bound volumes used prior to June 1992 • data sets comprising reception and discharge records contained within the: <ul style="list-style-type: none"> ○ Correctional Information System (CIS) between June 1992 and August 2005 ○ Integrated Offender Management System (IOMS) from August 2005 onwards. 	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	7 January 2021
2446	<p>Security records</p> <p>Security records relating to the entry/exit of persons (other than offenders) and vehicles into/from correctional facilities (including gates and visits areas). Includes but not restricted to security registers, gate logbooks, visitor logbooks/registers and key registers.</p>	7 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
VISITOR MANAGEMENT <i>The activity of managing visitors of prisoners in corrective facilities, including applications for visits and security checks.</i>			
2447	<p>Visitor records Records relating to the management of visitors to correctional facilities.</p> <p><i>See CENTRE SECURITY MANAGEMENT – Security for records relating to contractor logs, Official Visitor logs and any other visitor logs.</i></p>	2 years after business action completed.	7 January 2021

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the organisations broad public profile. Includes:

- marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities
- relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>VOLUNTEER SERVICE</p> <p>The activities involved in the management, selection, induction and training of volunteers in Queensland Corrective Services Community Corrections offices. Includes the registration and recruitment of volunteers and university placements.</p>			
2448	<p>Volunteer records</p> <p>Records relating to the use of volunteers and university placements within Community Corrections.</p> <p>Includes:</p> <ul style="list-style-type: none"> • records for the management, selection, induction and training of volunteers in Queensland Corrective Services (QCS) Community Corrections offices • the registration and recruitment of volunteers and university placements. <p>Excludes records relating to incidents, including investigation records, that involve a volunteer and occur during a volunteer placement.</p> <p>See <i>WORK HEALTH AND SAFETY – Accidents and Incidents in the General retention and disposal schedule (GRDS)</i> for records relating to incidents and investigations involving volunteers in QCS Community Corrections offices.</p>	10 years after business action completed.	7 January 2021

COMMUNITY SERVICE

The function of managing offenders undertaking community service. Includes project and program induction, auditing, training and offender supervision.

Refer to Corrective Services Act 2006 Schedule 4.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>ADMISSIONS</p> <p><i>The processes involved during initial contact, per episode, for an offender entering a custodial facility to begin a term of imprisonment or under the supervision of Community Corrections offices, and on reception following transfer to secure, open, or probation or parole supervision. Includes the induction and collection, confirmation, and recording of relevant information in the Integrated Offender Management System (IOMS).</i></p> <p><i>For sentence calculations, see SENTENCE MANAGEMENT.</i></p> <p><i>For registers for admissions to community service, see CENTRE SECURITY MANAGEMENT–Security – Reception and discharge records.</i></p>			
2449	<p>Attendance records</p> <p>Attendance registers for all those attending the Community Corrections centres that are not invited visitors.</p>	2 years after business action completed.	7 January 2021
<p>COMMUNITY SERVICE PROJECTS</p> <p><i>Activities for the approval, establishment and management of community service projects that provide the ability for offenders to serve a sentence or order, defined by the court, in lieu of or in addition to time in a correctional facility.</i></p>			
2450	<p>Community service projects – register</p> <p>Register of community service projects.</p>	Permanent. Transfer to QSA after business action completed.	7 January 2021
2451	<p>Community service projects</p> <p>Records for developing and managing community service projects, including assessments, community agreement, insurances and approvals.</p>	2 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See OFFENDER MANAGEMENT – Offender Based for the management of records relating to offenders working on community service projects.</i>		

COURT CUSTODY MANAGEMENT

The function of managing prisoners within the Courts system under the delegation of the Sherriff of Queensland as the Proper officer.

See COMMON ACTIVITIES – Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>ASSESSMENTS <i>The processes involved in gathering, organising, and interpreting information to support decision-making about offenders during their court appearance, in the areas of risk management, preventing reoffending, ensuring personal safety and well-being, and facilitating compliance and change.</i></p>			
2452	<p>Assessments – high risk and high profile Records of court custody assessments for high profile/high risk offenders.</p>	20 years after business action completed.	7 January 2021
2453	<p>Assessments – other All other offender assessments for court custody management.</p>	7 years after business action completed.	7 January 2021
<p>OPERATIONS <i>The everyday activities associated with the management of security arrangements within court precincts within the delegation of the Sherriff of Queensland.</i></p>			
2454	<p>Business operational records Operational records used to manage court offender related operations.</p>	10 years after business action completed.	7 January 2021

DOG SQUAD

The function of administering the Dog Squad including the management of the dogs. Includes the veterinary care, kennelling, acquisition of the dogs, maintaining the dog handler's log, training of dogs, and arranging for the receipt and disposal of dogs.

See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to the Dog Squad.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ACQUISITION, ANIMAL MANAGEMENT AND OPERATIONS			
<p><i>This activity covers the process of gaining ownership or use of dogs for the Dog Squad. Includes:</i></p> <ul style="list-style-type: none"> <i>• maintaining animals used for law enforcement, including kennelling, feeding arrangements, veterinary and dental care</i> <i>• the provision of training to dogs in the techniques of drug detection (including passive and active alert drug detection) and security skills</i> <i>• managing the operational use of dogs and handlers in high security correctional centres</i> <i>• providing a patrol, escort and crowd control capability that enhances security and provides external responses to emergencies to all high and low security correctional centres.</i> 			
2455	<p><i>Dog squad</i></p> <p>Records relating to the acquisition, management, training and retirement/disposal of dogs for corrective services dog squad operations within custodial facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <i>• maintaining animals used for law enforcement, including kennelling, feeding arrangements, veterinary and dental care</i> <i>• information on how the dog was disposed of (died, retired, returned to breeder, sold or donated)</i> <i>• the provision of training to dogs in the techniques of drug detection and security skills</i> <i>• the operational use of correctional dogs in correctional centres.</i> <p><i>See disposal authorisation 2456 for indemnity records relating to the Dog Squad.</i></p>	7 years after the disposal or retirement of the dog.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>DISPOSAL <i>The process of disposing of property and records no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes destruction or transfer to archives of Queensland Corrective Services records based on retention and disposal schedules.</i></p>			
2456	<p><i>Dog indemnity records</i> Records of indemnity as to why the dog was disposed of or retired.</p>	20 years after the disposal or retirement of the dog.	7 January 2021

EQUIPMENT AND STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include corporate wardrobe, instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and office stationery.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
BULK STORE AND CANTEEN MANAGEMENT <i>The activity of managing and administering bulk stores and canteens within correctional facilities.</i>			
2457	<i>Bulk store/canteen records</i> Records relating to the management and administration of bulk stores and canteens within correctional facilities. Includes sales to prisoners.	7 years after business action completed.	7 January 2021
OFFENDER STOCK <i>The activities around the management of stock held in Community Corrections offices for offenders. Most stock are consumables used in community service activities or in the offender's case management.</i>			
2458	<i>Offender stock consumables</i> Offender consumables used in the management of offenders in the community. Items include diaries, fluoro jackets, rubbish pick up sticks etc.	2 years after business action completed.	7 January 2021

FOOD SERVICES

Food Services is the function that is responsible for supervising, planning, directing, and assisting in the preparation, cooking, and serving of food to prisoners and employees in a correctional facility.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
KITCHEN MANAGEMENT <i>The activity of managing kitchens within custodial facilities. Including developing offender menus and managing special dietary requirements.</i>			
2459	<i>Custodial kitchen records</i> Records relating to managing kitchens within custodial facilities, including offender menus and special dietary requirements.	2 years after business action completed.	7 January 2021

HOUSING LEASING

The function of providing housing to both offenders and Queensland Corrective Services (QCS) staff. Significant numbers of offenders lack suitable accommodation upon release which then shows a large correlation into recidivism. Department of Public Works manages the provision and related support services for housing. QCS is the leaser.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>ALLOCATION <i>The process of assigning of money, items, vehicles or equipment to employees or organisational units. Includes allocation of offender housing through a DPSOA precinct or Drug court.</i></p>			
2460	<p><i>Leasing to offenders</i> Records for the allocation or leasing of housing to offenders. Includes the management of DPSOA precincts for prisoners under the <i>Dangerous Prisoner (Sexual Offenders) Act 2003</i>.</p>	7 years after business action completed.	7 January 2021

HUMAN RESOURCES

The function of managing all employees of the organisation, including permanent, part-time, temporary, contractors and those working under scholarships, traineeships, apprenticeships and graduates. Includes employment conditions, salaries, superannuation, contracts of contractors and working hours.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>SECURITY</p> <p><i>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, controlling entry into correctional facilities to maintain the security and safety of offenders, staff, and visitors.</i></p>			
2461	<p>Queensland Corrective Services ID cards</p> <p>Photographic ID cards used to identify QCS employees and contractors.</p>	Destroy within 14 days of separation.	7 January 2021
2462	<p>Queensland Corrective Services ID cards – assessments</p> <p>Records relating to the assessment of applications for Queensland Corrective Services ID cards. Includes waivers, refusal or approval of issue of ID cards.</p>	7 years after separation.	7 January 2021

INDUSTRIES

The function of developing, managing and undertaking work by prisoners within the service, manufacturing and agricultural industries. Includes the delivery of prison industry goods and services to custodial facilities, developing business opportunities, employment profiles, remuneration and maintenance and procurement of equipment.

See *COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to industries.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
COMMERCIAL LAUNDRY			
<i>The prison industry activity of managing the washing and laundering of prison clothing, sheets and bedding. Also includes laundering as an industry for external community organisations (e.g. Queensland Health).</i>			
2463	<i>Laundry records</i> Records relating to the management and administration of washing and laundering of prison clothing, sheets and bedding. Includes laundering as an industry for external community organisations (e.g. Queensland Health).	10 years after business action completed.	7 January 2021
AGRICULTURAL INDUSTRY <i>The activity of maintaining an agricultural industry.</i>			
2464	<i>Animal related registers</i> Records for collating and managing the genealogy, animal accreditations and licencing of livestock owned by Queensland Corrective Services. Excludes the original record that is sent to, and retained by, the Department of Agriculture or the CSIRO.	50 years after business action completed.	7 January 2021
2465	<i>Agricultural records – other</i> All other prison agricultural industry records.	10 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>BIOSECURITY</p> <p><i>The biosecurity activity looks at the set of preventive measures a business implements, and monitors designed to reduce the risk of transmission of infectious diseases in crops and livestock, quarantined pests, invasive alien species, and living modified organisms.</i></p>			
2466	<p>Biosecurity plans</p> <p>Records created for biosecurity plans to be implemented by Queensland Corrective Services.</p>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	7 January 2021
2467	<p>Biosecurity records – other</p> <p>All other records relating to biosecurity.</p>	10 years after business action completed.	7 January 2021
<p>BUSINESS OPPORTUNITIES</p> <p><i>The activity of identifying and examining the potential for new opportunities to develop into a prison industry. Includes feasibility studies, assessments and the industry impact on the community and business environment.</i></p>			
2468	<p>Business opportunities records – industries</p> <p>Records captured to identify and examine the potential for new opportunities to develop into a prison industry. Includes: feasibility studies, assessments and the industry impact on the community and business environment.</p>	10 years after business action completed.	7 January 2021
<p>PRISONER EMPLOYMENT PROFILES</p> <p><i>The activity of developing and managing prisoner profiles for positions within the prison industries. Includes job descriptions and duty statements, and changes made to the profiles.</i></p>			
2469	<p>Prisoner employment profiles</p> <p>Records relating to the creation and management of prisoner industry employment profiles.</p>	2 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>TRADE (type of industry) <i>Activities conducted within the prison industry TRADE. Examples of this could be but not limited to TRADE (Metalwork), TRADE (Carpentry), TRADE (Textile) etc.</i></p>			
2470	<p><i>Heritage building restoration and other records of significant community interest</i> Heritage related trade information including, but not limited to, restoration of heritage-listed buildings or parts thereof and restoration of antiques. Also includes significant community infrastructure projects, such as training assistance dogs for veterans and recreating koala habitats after bushfires.</p>	Permanent in agency.	7 January 2021
2471	<p><i>Other trade records</i> All other records relating to prison industry trades.</p>	10 years after business action completed.	7 January 2021

INTELLIGENCE MANAGEMENT

The function of collecting, analysing and distributing value-added information relating to possible illegal activity both within and outside the correctional systems. Includes information on drug trafficking by prisoners, tasking or allocation of intelligence product, and joint ventures with other agencies involved in intelligence gathering.

See *COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to intelligence management.*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CORONIAL INVESTIGATIONS			
<i>The activities of responding to coronial directions and recommendations as outlined in Coronial Court findings i.e. death in custody.</i>			
2472	<p>Coronial investigations</p> <p>Records relating to responses to coronial directions and recommendations as outlined in Coronial Court findings (i.e. death in custody).</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	Permanent in agency.	7 January 2021
INTELLIGENCE			
<i>The activity of interpreting intelligence received. Includes liaison and collaboration with other departmental and inter-departmental law enforcement agencies, and the analysis of the intelligence gathered or received.</i>			
2473	<p>Covert intelligence activity records</p> <p>Records created for covert intelligence activities.</p>	100 years after business action completed.	7 January 2021
2474	<p>Overt intelligence activity records</p> <p>Records created for overt intelligence activities.</p>	20 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>INTELLIGENCE COLLECTION</p> <p><i>The activity of sourcing, collecting and cataloguing intelligence received. Includes liaison and collaboration with other departmental and inter-departmental law enforcement agencies, and the analysis of the intelligence gathered or received.</i></p>			
2475	<p><i>Intelligence collection</i></p> <p>Records relating to the sourcing, collecting and cataloguing of intelligence received by Queensland Corrective Services.</p>	2 years after business action completed.	7 January 2021
<p>INTELLIGENCE DISSEMINATION</p> <p><i>The activity of referring intelligence relating to offenders to other relevant law enforcement and/or government agencies.</i></p>			
2476	<p><i>Prisoner profiles – intelligence dissemination</i></p> <p>Records relating to the dissemination of a prisoner profile for intelligence purposes.</p>	100 years after business action completed.	7 January 2021
2477	<p><i>Intelligence dissemination records – other</i></p> <p>All other records relating to intelligence reporting or intelligence summaries.</p>	20 years after business action completed.	7 January 2021

LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes. Also includes legal advice received from in-house consultants and external sources including Crown Law.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>CORONIAL INQUESTS <i>Activities around a coronial inquest which is a court hearing conducted by the Coroner to gather information about the cause and circumstances of a death.</i></p>			
2478	<p>Coronial inquests Records relating to coronial inquests, generated by Queensland Corrective Services and sent to the Coroner, for gathering information about the cause and circumstances of a death within the agency.</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	Permanent in agency.	7 January 2021

OFFENDER MANAGEMENT

The function of tracking the progression and regression of individual adult offenders in the community and in secure, open and probation or parole care with consideration for cultural diversity. Includes the monitoring and management of individual offenders, assessments, breaches, offender case management, offender management planning and review, orders management, offender applications and requests, advisory services for sentencing, and the formulation of advice to courts and police.

Includes high risk offender management for those offenders that come under the Dangerous Prisoners (Sexual Offenders) Act 2003 and the Drug and Alcohol court offender management activities.

See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to offender management.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
BREACHES			
<i>The activity of managing (in custody) and determining minor or major breaches of discipline, making breach determinations, and reviewing the breach determination.</i>			
<i>See CENTRE SECURITY MANAGEMENT – Investigations (Offenders) for audio visual recordings of major breaches of discipline and reviews (including interviews) relating to major breaches of discipline.</i>			
2479	Breach register Prisoner disciplinary breach registers.	Permanent in agency.	7 January 2021
CHILD SAFETY			
<i>The activity of ensuring Queensland Corrective Services (QCS) meets its responsibilities to children under the Child Protection Act 1999 where children come into contact with QCS.</i>			
<i>Includes:</i>			
<ul style="list-style-type: none"> • 17 year old offenders in the custody or under the supervision of QCS • pre-school aged children accommodated with approved female prisoners in corrective services facilities • unborn children of female offenders • child visitors to corrective services facilities • children who live with or may have associations with offenders • children who are likely to be associated with offenders upon discharge • children who are substantially at risk because of the release of a child sex offender. 			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2480	<p>Children residing with prisoner register</p> <p>Register recording pre-school aged children accommodated with approved female prisoners in corrective services facilities.</p> <p>Includes unborn children of female offenders.</p>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	7 January 2021
2481	<p>Child safety records</p> <p>Records to ensure that a corrective services facility meets its responsibilities to children under the <i>Child Protection Act 1999</i> where children come into contact with prisoners.</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	100 years after business action completed.	7 January 2021

CONTRAVENTIONS

The activity of appropriately, and effectively managing risk when an offender contravenes a Court or Board order. The risk of further offending and risk of harm to the community may significantly increase when an offender contravenes a condition of their order.

2482	<p>Contravention registers</p> <p>Contravention register that records when an offender contravenes a Court or Board order.</p>	Permanent in agency.	7 January 2021
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OFFENDER BASED

Offender management requires the tracking of the progression and regression of individual adult offenders in the community and in secure, open and probation or parole care with consideration for cultural diversity. Most of the offender management records that are created are specifically about individuals and the value of that information differs by the type of offences and the severity or the type of offender.

The Human Rights Act 2019 indicates that we need to put the Human Rights Act 2019 lens across every person that we are working with. As this is a recordkeeping artefact used to define record lifecycle this would almost be impossible to do. On consultation with the Human Rights Act 2019 team at Queensland Corrective Services (QCS) on 11 and 17 December 2019, the creation of offender-based groups was a way of fulfilling the intention of the Human Rights Act 2019 whilst being able to manage the offender management records lifecycle into the future.

Offender management activities relating to individual offenders that are covered by this Offender Based methodology include, but are not limited to:

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • <i>admissions</i> • <i>assessments</i> • <i>breaches (not register)</i> • <i>case management</i> • <i>contraventions (not register)</i> • <i>curfew management</i> • <i>drug detection</i> • <i>planning</i> • <i>prisoner applications and requests</i> • <i>prisoner mail</i> • <i>safety and maximum security orders</i> • <i>searches (not strip search register)</i> • <i>surveillance management.</i> <p><i>PSYCHOLOGICAL AND COUNSELLING SERVICES—Psychological case management and SENTENCE MANAGEMENT—Operations activities will use that same record sentencing methodology for their activities as the Offender Based activity but do not fall under the OFFENDER MANAGEMENT function. This will bring these record sets into line with the overall offender-based objective for managing records relating to individual offenders.</i></p> <p><i>The breakdown is initially by custodial vs non-custodial and then further broken down to represent the types of offenders contained within.</i></p> <p><i>Note: the breakdown has been kept for a high level to allow easier recordkeeping and lifecycle management.</i></p> <p><i>Breakdown below:</i></p>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<pre> graph TD Breakdown(BREAKDOWN) --> Custodial(1.0 CUSTODIAL) Breakdown --> NonCustodial(2.0 NON CUSTODIAL) Custodial --> Custodial11[1.1 DPSOA/High Violence/High Sex 100 Yr. (admission)] Custodial --> Custodial12[1.2 REMAND (no Conviction) 10 Yr. end episode Once comply 2 yr end] Custodial --> Custodial13[1.3 OTHER 10 Yr. end episode] NonCustodial --> NonCustodial21[2.1 Sex /Violence related 20 Yr. end episode] NonCustodial --> NonCustodial22[2.2 Work Development Order (Fine Option Order) 2 Yr. end episode] NonCustodial --> NonCustodial23[2.3 OTHER 10 Yr. end episode] </pre>		
2483	<p><i>Custodial – DPSOA/high violence/serious sexual crimes</i></p> <p>Records relating to prisoners who have committed highly violent/serious sex related crimes and have been convicted and are serving a custodial sentence. Includes prisoners who are convicted of these crimes whilst serving a custodial sentence for a lesser offence.</p> <p><i>See disposal authorisation 2479 for the management of breach registers.</i> <i>See disposal authorisation 2482 for the management of contravention registers.</i></p>	100 years from date of admission.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><i>See disposal authorisation 2439 for the management of records of significant and critical incidents.</i></p> <p><i>See disposal authorisation 2445 for the management of reception and discharge records.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>		
2484	<p>Custodial – remand (no conviction)</p> <p>Records relating to offenders on remand who have had no conviction recorded against them and have been granted liberty.</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	10 years from end of episode.	7 January 2021
2485	<p>Custodial – other prisoners</p> <p>Records relating to all other prisoners who have not committed highly violent/serious sex related crimes and have been convicted and are serving a custodial sentence.</p> <p><i>See disposal authorisation 2479 for the management of breach registers.</i></p> <p><i>See disposal authorisation 2482 for the management of contravention registers.</i></p> <p><i>See disposal authorisation 2439 for the management of records of significant and critical incidents.</i></p> <p><i>See disposal authorisation 2445 for the management of reception and discharge records.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	10 years from end of episode.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2486	<p><i>Non-custodial – sex/violence related offenders</i></p> <p>Records relating to offenders who have committed violent/sex related crimes and have been convicted and are serving a non-custodial sentence.</p> <p><i>See disposal authorisation 2482 for the management of contravention registers.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	20 years from end of episode.	7 January 2021
2487	<p><i>Non-custodial – no offence</i></p> <p>Records relating to offenders who are under a fine option order or a work development order. Includes records of work development orders and fine option orders.</p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	2 years from end of episode.	7 January 2021
2488	<p><i>Non-custodial – other offenders</i></p> <p>Records relating to offenders who have not committed violent/sex related crimes and have been convicted and are serving a non-custodial sentence.</p> <p><i>See disposal authorisation 2482 for the management of contravention registers.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>	10 years from end of episode.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>PRISONER MONEY <i>The activity of managing prisoner monies. Establishing trust funds, managing donors and all account activity.</i></p>			
2489	<p><i>Prisoner money records</i> Records relating to the management of prisoner monies.</p>	7 years after business action completed.	7 January 2021
<p>PRISONER PROPERTY MANAGEMENT <i>The processes associated with relinquishing and returning a prisoner's property whilst undertaking a correctional episode. Includes the handling of prisoner's property as a result of transfer and movement from secure to open and probation or parole supervision. Also includes prisoner art works and property disposal.</i></p>			
2490	<p><i>Prisoner property records</i> Records relating to the management of prisoner property.</p>	10 years after business action completed.	7 January 2021
<p>SEARCHES <i>The activity of searching offenders, visitors, vehicles and areas (including the perimeter) within a correctional services facility.</i> <i>For searches of offenders see OFFENDER MANAGEMENT – Searches.</i> <i>For searches of vehicles, visitors and areas (such as cells) see CENTRE SECURITY MANAGEMENT – Searches.</i></p>			
2491	<p><i>Register of searches (with removal of clothing)</i> A register for each corrective services facility that records the details of:</p> <ul style="list-style-type: none"> • each search carried out at the facility requiring the removal of clothing • each body search of a prisoner. <p>The details must include the following:</p> <ul style="list-style-type: none"> • the reason for the search • the names of the persons present during the search • details of anything seized from the prisoner. 	20 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p><i>See OFFENDER MANAGEMENT – Offender Based for records relating to the outcome of offender searches within a correctional services facility.</i></p> <p><i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i></p>		

PAROLE BOARD SERVICES

To provide secretariat and administrative support to the Parole Board Queensland.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>CASE MANAGEMENT</p> <p><i>This activity descriptor should be used where there a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.</i></p> <p><i>Utilised in high and low security to provide a structure for case workers to contribute to the timely compilation of relevant information and/or reports to support the review process. It also endeavours to provide support to a prisoner and encourage the prisoner to assume responsibility for his/her actions.</i></p>			
2492	<p><i>Parole case management – (prisoner no end date)</i></p> <p>Parole case files that are for prisoners with no end date for the episode, formatted for the use of the Board.</p> <p>Case files contain:</p> <ul style="list-style-type: none"> • historical Parole Board submissions • written submissions • psychological reports (original digital form maintained on psychological case file) • intel reports • IOMS reports • a back administration file with checklists, emails and other management information. <p><i>See PAROLE BOARD SERVICES – DECISIONS (PAROLE BOARD) for records register relating to the decisions of the Parole Board.</i></p>	100 years from date of admission.	7 January 2021
2493	<p><i>Parole case management – other</i></p> <p>Other parole case management files that are formatted for the use of the Board.</p> <p>Case files contain:</p>	2 years after offender is discharged from parole to liberty.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • historical Parole Board submissions • written submissions • psychological reports (original digital form maintained on psychological case file) • intel reports • IOMS reports • a back administration file with checklists, emails and other management information. <p><i>See PAROLE BOARD SERVICES – DECISIONS (PAROLE BOARD) for records register relating to the decisions of the Parole Board.</i></p>		
<p>DECISIONS (PAROLE BOARD) <i>The decision made by the Parole Board Queensland regarding the prisoner/offender's matter.</i></p>			
2494	<p><i>Decisions register</i> The register of decisions made by the Parole Board regarding prisoner matters. Includes, but is not limited to, the following types of decisions:</p> <ul style="list-style-type: none"> • cancellation • confirm suspension (by Board) • consider not grant (CNG) • deferred • final not grant (FNG) • no body, no parole • no vary • parole application matter • parole grant 	Permanent. Transfer to QSA after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> • parole grant subject to • request for immediate suspension • suspension (by Board) • suspension by professional Board member • suspension or cancellation matter. 		
ROSTER DEVELOPMENT			
<i>The activity of developing and issuing a list or plan showing turns of duty or leave for individuals or groups in an organisation. Includes both staff and offender rosters.</i>			
2495	<p><i>Parole Board – rosters</i></p> <p>Records relating to the management of multiple Parole Boards, their rosters, memberships, on call members etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> • processes for ensuring that all members get fair and equitable presence on boards • processes for ensuring that there is a member on the board that shares cultural or religious beliefs that are similar to the prisoner who is to be assessed to ensure fair and equitable treatment of the prisoner by the Board. 	10 years after business action completed.	7 January 2021

PRISONER TRANSFER AND ESCORT

The function manages the services for transferring and escorting male and female prisoners. These include the transfer of prisoners between correctional centres in Queensland, interstate, overseas and are also responsible for the movement of prisoners to and from medical and court appearances. The unit also provides external escort functions, e.g. escorting prisoners on leave of absence, funerals and similar absences from centres.

See COMMON ACTIVITIES – Security Equipment Management for records relating to the issue of security equipment, including weapons and ammunition.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ASSESSMENTS			
<i>The processes involved in gathering, organising, and interpreting information to support decision-making about offenders during transfer between correctional facilities, hospital or other specified reasons, in the areas of risk management, preventing reoffending, ensuring personal safety and well-being, and facilitating compliance and change.</i>			
2496	<p>Movement assessment records</p> <p>Records relating to at risk assessment, mitigation strategies and operational decisions for prisoner transfer and escort.</p> <p>Includes: intelligence reports, IOMS alerts, and assessments on prisoner, site, situational and route.</p>	20 years after business action completed.	7 January 2021
EXTERNAL TRANSFER AND ESCORT			
<i>The activity of providing external transfer and escort service for prisoners. Includes the maintenance of logbooks, diaries, schedules, and rosters. This activity is also used by correctional centres and specific prisoner transports that don't use Escort and Security Branch to do the transports.</i>			
2497	<p>Vehicle manifests</p> <p>A register for each vehicle that includes all time and usage data from where to where carrying whom or what.</p>	100 years after business action completed.	7 January 2021
2498	<p>External transfer and escort – high risk/at risk/high profile prisoners</p> <p>Records relating to the provision of external transfer and escort service for high risk/at risk/high profile prisoners. Includes the maintenance of logbooks, diaries, schedules, and rosters.</p>	20 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See COMMON ACTIVITIES – PROACTIVE PROTECTION OF VULNERABLE PERSONS-RELEVANT RECORDS in the General retention and disposal schedule (GRDS) for records relating to vulnerable persons.</i>		
2499	External transfer and escort – other Records relating to the provision of external transfer and escort services for prisoners and property. Includes the maintenance of logbooks, diaries, schedules, and rosters.	7 years after business action completed.	7 January 2021
<p>OPERATIONAL PLANNING</p> <p><i>The activity for conducting planning and resource allocation for the escort of prisoners for high risk or complex movement operations during major events, security shutdowns, major weather or health events and other unique emergency circumstances.</i></p>			
2500	Operational planning – prisoner transfer and escort Records relating to the planning and resource allocation for the transfer and escort of prisoners during high risk or complex movement operations. Includes operational planning for prisoner transfer and escort that may occur during major events, security shutdowns, major weather or health events or due to other unique emergency circumstances.	20 years after business action completed.	7 January 2021
<p>VEHICLE MONITORING</p> <p><i>The activity around monitoring, tracking and updating vehicle movements on a daily basis.</i></p>			
2501	Vehicle monitoring Records relating to monitoring, tracking and updating Queensland Corrective Services (QCS) correctional vehicle movements on a daily basis.	7 years after business action completed.	7 January 2021

PSYCHOLOGICAL AND COUNSELLING SERVICES

The function of establishing and providing psychological health and welfare services to prisoners, includes counselling and psychological services. Also includes the creation and maintenance of the offender psychological file and liaison with external providers and the management of acute risk.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>PROFESSIONAL ACCREDITATION</p> <p><i>The activity of measuring and appraising against a standard, statutory requirements, code, best practice principles, and/or guidelines to gain accreditation and/or to permit the undertaking of professional practice in a correctional facility.</i></p>			
2502	<p>Accreditation records</p> <p>Records relating to the measuring and appraising of professional qualifications against a standard, statutory requirement, code, best practice principles, and/or guidelines to gain accreditation and/or to permit the undertaking of psychological and counselling services in a correctional facility.</p>	2 years after business action completed.	7 January 2021
<p>PSYCHOLOGICAL CASE MANAGEMENT</p> <p><i>This activity is associated with the proactive planning, recoding, management and care of an offender's psychological and mental wellbeing. Psychological case management may at times require a high level of coordination with external services depending on the offender's needs. The psychological case management activity is to be managed in line with the methodology used for the OFFENDER MANAGEMENT – Offender Based activity to ensure that both offender and psychological case management records lifecycles are consistent.</i></p>			

REHABILITATION

The function of minimising the risk of re-offending through the coordinated delivery of services for rehabilitation and reintegration. Includes the management of arrangements for vocational education, desistence programs, cultural development and other programs. Also includes liaison with government agencies and the co-ordination and development of programs with emphasis on programs tested within a prison culture.

For prisoner or offender individual outcomes from rehabilitation, see OFFENDER MANAGEMENT.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>OFFENDER PROGRAMS Offender programs are a group-based structured rehabilitation programs that address the factors directly linked to the prisoner's offending behaviour.</p>			
2503	<p>Offender program records Records for group-based structured rehabilitation programs that address the factors directly linked to the prisoner's offending behaviour.</p>	10 years after business action completed.	7 January 2021
<p>CULTURAL SUPPORT AND DEVELOPMENT Activities involved in the setup, management and coordinated actions of provision of cultural support and development programs and activities. For prisoner or offender individual outcomes from rehabilitation, see OFFENDER MANAGEMENT.</p>			
2504	<p>Cultural support and development records Records relating to the setup, management and coordinated actions of provision of cultural support and development programs and activities for prisoners and offenders.</p>	20 years after business action completed.	7 January 2021
<p>RE-ENTRY The activity of managing prisoner re-entry processes, transition and counselling and order completion.</p>			
2505	<p>Re-entry management records Records relating to the management of prisoner re-entry processes, transition and counselling and order completion.</p>	10 years after business action completed.	7 January 2021

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<p>RELIGIOUS SUPPORT <i>The activity of providing the religious services to all prisoners, regardless of their faith or denominational affiliation. Includes elder services for Aboriginal and Torres Strait Islanders through non-government organisations.</i></p>			
2506	<p><i>Religious support records</i> Records relating to the provision of religious services to all prisoners, regardless of their faith or denominational affiliation. Includes elder services for Aboriginal and Torres Strait Islanders through non-government organisations.</p>	20 years after business action completed.	7 January 2021

SENTENCE MANAGEMENT

The function of managing prisoner sentence calculations, security classification planning and administration.

See COMMON ACTIVITIES – Policies and Procedures for the management of policies and procedures relating to sentence management.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>OPERATIONS</p> <p><i>The activities associated with operationally conducting prisoner sentence calculations, security classification planning and administration for the agency for the purpose of producing value and standardisation to the management of prisoners.</i></p> <p><i>The operations activity – including the creation and management of decision-making reports and SMDMRs, IOMS records and R: drive records – is to be managed in line with the methodology used for the OFFENDER MANAGEMENT – Offender Based activity.</i></p>		

VICTIM MANAGEMENT

The function of the victim's register is it works to inform eligible persons about important events in the sentences of those who they have registered against. Information is provided to an eligible person in accordance with s.188, ss.324A and 325 of the Corrective Services Act 2006 and ss.9AA and 21A of the Dangerous Prisoner (Sexual Offenders) Act 2003.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ELIGIBLE PERSONS			
<i>The activity of providing a service to victims of crime, to receive information regarding the offender. Queensland Corrective Services looks after the safe management of eligible person's information. Includes the processes involved in entering data and maintaining data on the register.</i>			
2507	<p><i>Eligible persons register</i></p> <p>A register of persons who are eligible to receive information about prisoners under the <i>Corrective Services Act 2006</i>.</p> <p>Types of prisoners include:</p> <ul style="list-style-type: none"> (a) a supervised dangerous prisoner (sexual offender); or (b) a prisoner who has been sentenced to a period of imprisonment for an offence of violence or a sexual offence; or (c) a prisoner who has been sentenced to a period of imprisonment for an offence other than an offence mentioned in paragraph (b). 	Permanent in agency.	7 January 2021
2508	<p><i>Records of the Victims Register</i></p> <p>Other records created by the Victims Register that are created in the course of managing the Eligible Persons Register.</p>	100 years from date of application.	7 January 2021

LEGACY RECORDS

This section covers specific records that were created under previous legislative or operational requirements. This section only covers those records previously sentenced under an approved retention and disposal schedule which cannot be sentenced under another class in this schedule.

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
LEGACY JUVENILE OFFENDER RECORDS				
<i>This class comprises records relating to juveniles that were imprisoned in correctional facilities prior the implementation of the Youth Justice (Transitional) Regulation 2018.</i>				
2509	Juvenile offender records Records created as part of an offender file for juveniles in custody for the period up to 2019.	Before 2019	100 years after date of admission.	7 January 2021
LEGACY PRISONER APPLICATIONS AND REQUESTS				
<i>Loose prisoner applications and requests files not captured on the offender file in correctional centres before 2012.</i>				
2510	Loose prisoner application and request records Records created individually, prior to 2012, to manage prisoner applications and requests that were not captured on the individual offender file.	Before 2012	7 years after business action completed.	7 January 2021
BRISBANE PRISON RECORDS				
<i>Legacy records relating to HM Prison Brisbane (also commonly known as Boggo Road Gaol).</i>				
2511	Decisions and opinions Decision and opinion files from Brisbane Prison dated between c.1912 and 1970.	c.1912 – 1970	Permanent. Transfer to QSA after business action completed.	7 January 2021

CORRECTIVE SERVICES ACT 1988 RECORDS				
<i>Legacy records created in accordance with the repealed Corrective Services Act 1988.</i>				
2512	General Manager's rules Rules made by the General Managers of individual prisons in respect of the management and security of the prison and for the safe custody and welfare of prisoners in accordance with s.17 of the repealed <i>Corrective Services Act 1988</i> .	1988 – 2001	Permanent. Transfer to QSA after business action completed.	7 January 2021
PALEN CREEK PRISON RECORDS				
<i>Legacy records relating to Palen Creek Prison.</i>				
2513	Ration book Ration book documenting the amount of food and general supplies that were forwarded to the Palen Creek State Farm from 1903 to 1945. Includes entries from 1901 to 1903 listed for the prison in Fortitude Valley.	1901 – 1945	Permanent. Transfer to QSA after business action completed.	7 January 2021
2514	Work diary Diary from Palen Creek Prison documenting the daily register of work completed by prisoners each day.	1949 – 1950	Permanent. Transfer to QSA after business action completed.	7 January 2021
2515	Prisoner's mail book Prisoner's mail book from Palen Creek Prison documenting the mail that the prisoner received, when it was received, and whom it was in receipt from. Includes a continuation of the work diary described in disposal authorisation 2514.	1950 – 1958	Permanent. Transfer to QSA after business action completed.	7 January 2021

ST HELENA PRISON RECORDS				
<i>Legacy records relating to HM Penal Establishment at St Helena.</i>				
2516	Day care book St Helena Prison Day Care Book.	c.1917 – 1967	Permanent. Transfer to QSA after business action completed.	7 January 2021
2517	Decisions and opinions Decision and opinion files from St Helena Prison.	c.1912 – 1970	Permanent. Transfer to QSA after business action completed.	7 January 2021
WOODFORD PRISON RECORDS				
<i>Legacy records relating to Woodford Prison.</i>				
2518	Justice conviction book Woodford Prison register of hearings and punishments of illegal actions, such as escaping, that a prisoner perpetrated while already incarcerated.	1975 – 1987	Permanent. Transfer to QSA after business action completed.	7 January 2021
2519	Woodford maximum security unit Records relating to the establishment and operation of the maximum security unit at the Woodford Correctional Centre between 1997 and c.2001.	1997 – c.2001	Permanent. Transfer to QSA after business action completed.	7 January 2021

DEFINITIONS

Term/Acronym	Definition
At risk	A prisoner or offender who is considered to be at risk of suicide or self-harm.
Critical incidents	<p>Critical incidents are defined as the following:</p> <ul style="list-style-type: none"> a. death of a person in a corrective services facility b. use of lethal force c. serious assault in a corrective services facility d. hostage taking in a corrective services facility e. major disturbance (violent) in a corrective services facility f. major security breach/incident in a corrective services facility g. escape/attempted escape from a corrective services facility h. serious accidental injury to a person in a corrective services facility i. bomb threat or find j. fire in a corrective services facility or other corrective services premises requiring external assistance k. discharge of a firearm l. breach of order by an offender subject to a Supervision Order under the DPSOA m. industrial action and/or withdrawal of staff labour n. unscheduled escort or a significant incident involving a high profile or notorious offender.
Custodial	A custodial sentence is a judicial sentence, imposing a punishment consisting of mandatory custody of the person in prison.
DPSOA	<p><i>Dangerous Prisoner (Sexual Offenders) Act 2003</i> (DPSOA)</p> <p>For the management of offenders or prisoner's subject to an order under the DPSOA, prisoner means a prisoner detained in custody who is serving a period of imprisonment for a serious sexual offence or serving a period of imprisonment that includes a term of imprisonment for a serious sexual offence whether the person was sentenced to the term or period of imprisonment before or after the commencement of this section. "Refer~DPSOA s5(6)"</p>
DPSOA precincts	Contingency accommodation; usually restricted to a particular area or precinct for the maximum protection and risk mitigation to the surrounding communities, for offender's subject to continuing supervision orders in the community under the DPSOA.
Episode	A single, unbroken period of time that offenders, subject to an order issued by the court, are managed by QCS either in custody, or under the supervision of the probation and parole service, until they are discharged.

Term/Acronym	Definition
High profile prisoners	Includes prisoners that have or would be likely to generate media interest at the time of sentencing, throughout their sentence and/or upon progressing in the correctional system including reduction in classification, transfer to low custody or release to the community. Further this may include prisoners that have committed crimes of an exceptional nature or the prisoner was previously in a position of trust such as an ex-politician or ex-police officer.
High risk offender/prisoner	Prisoners/offenders who come under the following: serving 10 years and over, Maximum Security Unit (MSU) and ex MSU, high profile, notorious, enhanced security offender, indefinite, life sentenced, Queens Pleasure and those prisoners who are detained in custody subject to the <i>Dangerous Prisoners (Sexual Offenders) Act 2003</i> .
Non-custodial	A custodial sentence is a judicial sentence, it is a sentence that does not involve a person being sent to prison but rather a fine or community service.
Offender	Offender means a prisoner; or a person who is subject to (i) a community based order; or (ii) a conditional release order. Used to define people who are not in custody or on parole.
Parole	Parole provides for the supervised release of prisoners into the community in a safe, efficient and effective manner.
Prisoner	Prisoner means a person who is in the Chief Executive's custody, including a person who is released on parole.
Significant incidents	<p>Significant incidents are level 2 incidents and include:</p> <ul style="list-style-type: none"> a. attempted suicide in a corrective services facility b. a drug overdose in a corrective services facility requiring transport to hospital c. sexual assault in a corrective services facility d. major disturbance (non-violent) in a corrective services facility e. offender under a work, parole, DPSOA supervision order or any community based order charged with serious violent offence (SVO schedule under the <i>Penalties and Sentences Act 1992</i>) f. for offenders in Community Corrections, disregard assault occasioning bodily harm, serious assault and/or dangerous operation of a vehicle) g. breach of unescorted leave of absence h. discharge in error i. hunger strike j. prepare to escape k. suspension of parole order (including court ordered) under s.201 of the <i>Corrective Services Act 2006</i> l. offender unlawfully at large from a place other than a corrective services facility following suspension or cancellation of resettlement leave, an interstate leave permit, a work or leave of absence (unescorted; e.g. reintegration leave) m. recapture of an escapee or person unlawfully at large

Term/Acronym	Definition
	<ul style="list-style-type: none">n. destruction/damage of property in a corrective services facility (where the security or good order of the facility may be at risk, e.g. damaged slider on gate)o. finds of prohibited things in a corrective services facility of quantities that pose a risk to the security or good order of the facilityp. major work-related incidents or accidents involving staff (e.g. officer receives needle-stick injury)q. use of force (other than lethal force)r. assault in a corrective services facilitys. positive urinalysis result for an offender placed in low custody, including a work campt. significant security breach/incident in a corrective services facility.