

**Disposal Schedule  
for  
Functional Records of the  
Department of Police and  
Emergency Management**

**Disposal Authorisation No. 2351**

## **TABLE OF CONTENTS**

### **INTRODUCTION**

Archives legislation	page 12
Schedule elements and arrangement	page 12
Review of the Schedule	page 12
Contacts	page 12
Acknowledgements	page 12

### **AUTHORISATION**

page 13

### **INTERPRETATION**

page 14

Definitions	page 14
Coverage	page 15
Preservation of records	page 15
Permanent records	page 15
Temporary records	page 15
Destruction of records	page 16
Right to Information	page 16
Personal Information Protection	page 16
Other investigations and inquiries	page 16
Records relating to indigenous people	page 16
Native title	page 16
Registration of destruction	page 16

## **FUNCTIONS AND ACTIVITIES**

### **01.00.00 COMMUNITY POLICING**

- 01.01.00 Audit
- 01.02.00 Briefings
- 01.03.00 Committees
- 01.04.00 Debriefings
- 01.05.00 Environmental Scanning
- 01.06.00 Grant Administration
- 01.07.00 Honours
- 01.08.00 Incidents
- 01.09.00 Inspections
- 01.10.00 Joint Ventures
- 01.11.00 Liaison
- 01.12.00 Marketing
- 01.13.00 Meetings
- 01.14.00 Patrolling
- 01.15.00 Permits
- 01.16.00 Planning
- 01.17.00 Policy
- 01.18.00 Procedures
- 01.19.00 Programs
- 01.20.00 Projects

### **02.00.00 CRIME DETECTION AND INVESTIGATION**

- 02.01.00 Advice
- 02.02.00 Briefings
- 02.03.00 Committees
- 02.04.00 Coronial Matters
- 02.05.00 Custody

- 02.06.00 Debriefings
- 02.07.00 Extraditions
- 02.08.00 Intelligence
- 02.09.00 Investigations
- 02.10.00 Joint Ventures
- 02.11.00 Meetings
- 02.12.00 Operations
- 02.13.00 Planning
- 02.14.00 Police Dog Services
- 02.15.00 Police Interviews
- 02.16.00 Policy
- 02.17.00 Procedures
- 02.18.00 Profiling
- 02.19.00 Programs
- 02.20.00 Projects
- 02.21.00 Reporting
- 02.22.00 Security
- 02.23.00 Standards
- 02.24.00 Strategy Coordination
- 02.25.00 Surveillance
- 02.26.00 Warrant Processing
- 02.27.00 Witness Protection

**03.00.00 EMERGENCY MANAGEMENT**

- 03.01.00 Accidents
- 03.02.00 Advice
- 03.03.00 Arrangements
- 03.04.00 Audit
- 03.05.00 Briefings
- 03.06.00 Committees

- 03.07.00 Compliance
- 03.08.00 Coronial Matters
- 03.09.00 Debriefings
- 03.10.00 Evaluation
- 03.11.00 Grant Administration
- 03.12.00 Grant Funding
- 03.13.00 High Risk Incidents
- 03.14.00 Joint Ventures
- 03.15.00 Liaison
- 03.16.00 Major Event Planning
- 03.17.00 Meetings
- 03.18.00 Operations
- 03.19.00 Planning
- 03.20.00 Policy
- 03.21.00 Procedures
- 03.22.00 Projects
- 03.23.00 Reporting
- 03.24.00 Research
- 03.25.00 Risk Management
- 03.26.00 Search and Rescue
- 03.27.00 Training Delivery
- 03.28.00 Victim Support

**04.00.00 FORENSIC SERVICES**

- 04.01.00 Alcohol & Drug Analysis
- 04.02.00 Committees
- 04.03000 Control
- 04.04.00 Disposal
- 04.05.00 Evidence Gathering
- 04.06.00 Meetings

- 04.07.00 Planning
- 04.08.00 Policy
- 04.09.00 Procedures
- 04.10.00 Projects
- 04.11.00 Reporting
- 04.12.00 Research
- 04.13.00 Scientific Examination

**05.00.00 JUDICIAL SUPPORT SERVICES**

- 05.01.00 Advice
- 05.02.00 Community Conferencing
- 05.03.00 Coronial Matters
- 05.04.00 Joint Ventures
- 05.05.00 Liaison
- 05.06.00 Planning
- 05.07.00 Policy
- 05.08.00 Procedures
- 05.09.00 Projects
- 05.10.00 Prosecution
- 05.11.00 Research
- 05.12.00 Warrant Processing

**06.00.00 OPERATIONAL INFORMATION MANAGEMENT**

- 06.01.00 Advice
- 06.02.00 Agreements
- 06.03.00 Committees
- 06.04.00 Control
- 06.05.00 Criminal History Checks
- 06.06.00 Data Administration

- 06.07.00 Enquiries
- 06.08.00 Geographical Information
- 06.09.00 Information Exchange
- 06.10.00 Meetings
- 06.11.00 Planning
- 06.12.00 Police Communications
- 06.13.00 Policy
- 06.14.00 Privacy
- 06.15.00 Procedures
- 06.16.00 Programs
- 06.17.00 Projects
- 06.18.00 Security
- 06.19.00 Vetting

**07.00.00 POLICE PERSONNEL**

- 07.01.00 Allowances
- 07.02.00 Appeals (decisions)
- 07.03.00 Arrangements
- 07.04.00 Authorisation
- 07.05.00 Committees
- 07.06.00 Compliance
- 07.07.00 Contracting-Out
- 07.08.00 Counselling
- 07.09.00 Discipline
- 07.10.00 Employment Conditions
- 07.11.00 Evaluation
- 07.12.00 Grievances
- 07.13.00 Honours
- 07.14.00 Infringements
- 07.15.00 Insurance

07.16.00	Investigations
07.17.00	Leave
07.18.00	Marketing
07.19.00	Performance Management
07.20.00	Planning
07.21.00	Policy
07.22.00	Procedures
07.23.00	Projects
07.24.00	Recruitment
07.25.00	Representatives
07.26.00	Resource Development
07.27.00	Salaries
07.28.00	Security
07.29.00	Separations
07.30.00	Social Clubs
07.31.00	Specialist Training
07.32.00	Suggestions

**08.00.00 PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION**

08.01.00	Allocation
08.02.00	Audit
08.03.00	Committees
08.04.00	Compliance
08.05.00	Inspections
08.06.00	Intelligence
08.07.00	Investigations
08.08.00	Joint Ventures
08.09.00	Liaison
08.10.00	Patrolling
08.11.00	Planning



- 08.12.00 Policy
- 08.13.00 Procedures
- 08.14.00 Projects
- 08.15.00 Reporting
- 08.16.00 Security
- 08.17.00 Surveillance

**09.00.00 STATE SECURITY**

- 09.01.00 Advice
- 09.02.00 Agreements
- 09.03.00 Arrangements
- 09.04.00 Audit
- 09.05.00 Briefings
- 09.06.00 Committees
- 09.07.00 Debriefings
- 09.08.00 Evaluation
- 09.09.00 Intelligence
- 09.10.00 Joint Ventures
- 09.11.00 Liaison
- 09.12.00 Meetings
- 09.13.00 Operations
- 09.14.00 Planning
- 09.15.00 Policy
- 09.16.00 Procedures
- 09.17.00 Projects
- 09.18.00 Protective Security
- 09.19.00 Reporting
- 09.20.00 Research
- 09.21.00 Reviewing
- 09.22.00 Risk Management

- 09.23.00 Security
- 09.24.00 Specialist Response
- 09.25.00 Strategy Coordination
- 09.26.00 Surveillance

**10.00.00 TRAFFIC MANAGEMENT AND ROAD SAFETY**

- 10.01.00 Alcohol & Drug Analysis
- 10.02.00 Committees
- 10.03.00 Incidents
- 10.04.00 Infringements
- 10.05.00 Investigations
- 10.06.00 Joint Ventures
- 10.07.00 Licence Checks
- 10.08.00 Licensing
- 10.09.00 Marketing
- 10.10.00 Operations
- 10.11.00 Patrolling
- 10.12.00 Permits
- 10.13.00 Planning
- 10.14.00 Policy
- 10.15.00 Procedures
- 10.16.00 Programs
- 10.17.00 Projects
- 10.18.00 Public Reaction
- 10.19.00 Reporting
- 10.20.00 Research
- 10.21.00 Reviewing
- 10.22.00 Speed Checks
- 10.23.00 Strategy Coordination

**11.00.00 WEAPONS CONTROL**

- 11.01.00 Appeals
- 11.02.00 Approval
- 11.03.00 Compliance
- 11.04.00 Disposal
- 11.05.00 Enquiries
- 11.06.00 Investigations
- 11.07.00 Joint Ventures
- 11.08.00 Licensing
- 11.09.00 Permits
- 11.10.00 Planning
- 11.11.00 Policy
- 11.12.00 Procedures
- 11.13.00 Projects
- 11.14.00 Registration
- 11.15.00 Reporting
- 11.16.00 Research
- 11.17.00 Security
- 11.18.00 Training Delivery

## **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 TAHO 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. 2351**

**Title:** Disposal Schedule for Functional Records of the Department of Police and Emergency Management

**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**

Version	Date	Author	Reason	Sections
3.0	25-08-2015	Christine Woods	Template	All
2.0	16 May 2013	Deborah Drinkell	Revision	All
1.0	25 Oct 2010	Deborah Drinkell	Initial Release	All

**Amendments in this Release**

Section Title	Section Number	Amendment Summary
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.

**There are four categories of crime used in this Schedule.**

### **Major Crimes – PERMANENT RETENTION**

#### **Custody transferred to Archives Office of Tasmania after 25 years.**

*Any crime that causes or attempts to cause the death of another person, and corruption and bribery which involves government officials, fraud and public safety.*

Records of major criminal investigations include:

- Murder
- Manslaughter
- Attempted murder
- Dangerous or negligent driving causing death
- Fraud in excess of \$500,000
- Abduction / Kidnapping
- Conspiracy
- Bribery involving government officials
- Blackmail and extortion directed at corporations or public safety
- Judicial Corruption
- Official Corruption (*Criminal Code 1924 Part III, Chapter X*)
- Disclosure of Official Secrets (*Criminal Code 1924 Part III, Chapter XII*)
- Bargaining for Public Office (*Criminal Code 1924 Part III, Chapter XII*)

### **Significant Crimes – TEMPORARY**

#### **Destroy 99 years after date of last action.**

*Includes the crimes that are described as serious or class 3 crimes in the Criminal Code Act 1924, but do not cause or attempt to cause the death of another person and are not described in the definition above as a major crime.*

Records of significant criminal investigations include:

- Rape
- blackmail and extortion (not directed against corporations or public safety)
- dealing or trafficking in illicit drugs for commercial activity
- Significant breaches involving commercial quantities against the *Living Marine Resources Act 1995* and associated Rules

### **Non-Significant Crimes - TEMPORARY**

#### **Destroy 30 years after date of last action.**

*The definition of a non-significant crime in the context of the DPEM disposal schedule includes extensive damage to property and crimes not described in the definitions above as major and significant crime.*

Records of criminal investigations including:

- crimes of violence not included in the previous classes
- incest, unlawful sexual intercourse
- property damage caused by fire or explosion, including arson
- Armed Robbery

### **Minor Crime - TEMPORARY**

#### **Destroy 7 years after date of last action.**

The definition of a minor crime in the context of the DPEM disposal schedule includes crimes **not** described as serious or class 3 in the Criminal Code Act 1924 and includes offences described as minor in the Misuse of Drugs Act 2001 (No. 94 of 2001) and records of other minor criminal investigations.

Records of minor criminal investigations may include:

- public disorder
- stealing
- minor assaults
- minor breaches of the Living Marine Resources Act 1995

### **Coverage**

This schedule covers functional records of the Department of Police & Emergency Management. Records that set a precedent, are considered controversial or extraordinary, or have been the subject of publicity or prolonged interest from the media and/or the Tasmanian community are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office. These may include records which fall within the categories of Emergency Management and Significant, Non-Significant or Minor Crime Detection and Investigation.

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>COMMUNITY POLICING</b></p> <p>The function of developing and implementing strategies and initiatives which are primarily aimed at increasing community involvement in assisting police to reduce and prevent crime. Includes partnership arrangements with local government and community groups to target specific `at-risk` groups and/or areas. Also involves police liaison and interaction with the community through the police beat, shopfronts and preventative and diversionary programs such as Project Samaritan, Project U-Turn, Police and Metro, Police in Schools, etc.</p> <p><i>See CRIME PREVENTION &amp; DETECTION for police investigation of crime, police interviews and operations.</i></p> <p><i>See COMMUNITY RELATIONS for the function of establishing general rapport with the community and raising and maintaining the agency`s broad public profile.</i></p>	
<p><b>01.01.00</b></p>	<p><b>Audit (COMMUNITY POLICING)</b></p> <p>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 INSPECTIONS for examinations of equipment, items and facilities.</i></p>	
<p><b>01.01.01</b></p>	<p>Records documenting audits relating to the community policing function. Audits may include:</p> <ul style="list-style-type: none"> <li>• Post Pursuit reviews</li> <li>• Drug Property Stores</li> <li>• Property Stores</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
<p><b>01.02.00</b></p>	<p><b>Briefings (COMMUNITY POLICING)</b></p> <p>The provision of operational police information or instructions, usually provided at meetings.</p> <p><i>See DEBRIEFINGS for the discussion and analysis of the results of an operation or incident.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole.</i></p>	
<p><b>01.02.01</b></p>	<p>Records of briefings conducted in preparation for a major community policing operation that may involve other jurisdictions.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p><b>01.02.02</b></p>	<p>Records relating to routine and day-to-day community policing briefings.</p>	<p>TEMPORARY Destroy after reference ceases.</p>

<p><b>01.03.00</b></p>	<p><b>Committees (COMMUNITY POLICING)</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.   <i>See MEETINGS for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
<p><b>01.03.01</b></p>	<p>Records of internal committees and external committees that do not make decisions on community policing policy but the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>01.03.02</b></p>	<p>Records documenting external committees where the agency does not have the administrative role.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>01.03.03</b></p>	<p>Records relating to the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meeting</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases.</p>
<p><b>01.03.04</b></p>	<p>Records of internal committees, external committees and task forces that make decisions about Community Policing policy, where the agency has the administrative or secretariat role. Includes annual general meetings of the Police Community and Youth Clubs Inc., State-wide Management Committee and Police Pipe Band.                  Records may include:</p> <ul style="list-style-type: none"> <li>• establishment of committee</li> <li>• minutes</li> <li>• agenda</li> <li>• annual reports</li> <li>• annual financial statements</li> </ul> <p><i>See 01.11.05 for activities of Police and Community Youth Clubs</i>   <i>See 01.11.06 for administration of Police and Community Youth Clubs</i></p>	
<p><b>01.04.00</b></p>	<p><b>Debriefings (COMMUNITY POLICING)</b>                  Discussion and analysis of the results of an operation or incident.   <i>See BRIEFINGS for the provision of operational police information or instructions.</i>   <i>See MEETINGS for gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole.</i></p>	
<p><b>01.04.01</b></p>	<p>Records of debriefings conducted in response to a major community policing operation, such as attendance at:</p> <ul style="list-style-type: none"> <li>• Forest Protest Activities</li> <li>• Falls Festival</li> <li>• Taste of Tasmania</li> </ul>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

01.04.02	<p>Records relating to routine community policing debriefings conducted, including regional community and sporting events.</p> <p><i>See 01.17.01 for community policing policy.</i></p>	<p>TEMPORARY Destroy after reference ceases.</p>
<b>01.05.00</b>	<p><b>Environmental Scanning (COMMUNITY POLICING)</b></p> <p>The activities associated with the provision of assessments of criminal and social environments in specific geographic or socio-economic areas/regions of Tasmania, to enable more effective planning, police responses, or use of resources.</p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT for the management of the agency's unique operational information related to offenders, criminals and persons of interest.</i></p> <p><i>See CRIME DETECTION AND INVESTIGATION - INTELLIGENCE for gathering of data on individuals or organisations suspected of being involved in criminal activity.)</i></p>	
01.05.01	<p>Records relating to the demographic or socio-economic analysis of crime, including environmental scans and the production of graphical representations of crime trends and patterns.</p> <p><i>See 01.05.02 for final environmental scan reports.</i></p> <p><i>See 06.08.01 for geographical and cartographical information.</i></p>	<p>TEMPORARY Destroy 7 years after date of last action.</p>
01.05.02	<p>Master copies of environmental scan reports used to assist in the provision of resources and policing services to districts.</p> <p><i>See 01.05.01 for demographic or socio-economic analysis of crime, including environmental scans.</i></p>	<p>PERMANENT</p>
<b>01.06.00</b>	<p><b>Grant Administration (COMMUNITY POLICING)</b></p> <p>The activities associated with the administration of grants to external organisations and individuals.</p> <p><i>See DA No. 2157 – STRATEGIC MANAGEMENT – GRANT FUNDING for the application for and receipt of grants by the agency.</i></p>	
01.06.01	<p>Records documenting the administration of grant funds to external organisations and individuals.</p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
<b>01.07.00</b>	<p><b>Honours (COMMUNITY POLICING)</b></p> <p>Awards conferred upon persons as a token of respect, distinction or in recognition of outstanding achievement. May include honours awarded to members of the public for acts of bravery or for assistance rendered to police officers in the performance of their duty.</p> <p><i>See POLICE PERSONNEL - HONOURS for awards to police officers.</i></p> <p><i>See EMERGENCY MANGEMENT - HONOURS for awards to unsworn members</i></p> <p>{See DA No. 2157 PERSONNEL for administrative arrangements relating to ceremonies} arranged for the presentation of honours.</p>	
01.07.01	<p>Records relating to the nomination for, and award of, honours to members of the public.</p> <p>Honours and awards may include:</p> <ul style="list-style-type: none"> <li>• Commissioner's commendations</li> <li>• Certificate of Merit.</li> </ul> <p><i>See 01.07.02 for registers of awards and honours</i></p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>

01.07.02	<p>Register of awards and honours.</p> <p><i>See 01.07.01 for honours awarded to public.</i></p>	PERMANENT
01.08.00	<p><b>Incidents (COMMUNITY POLICING)</b></p> <p>The activities associated with the attendance at and reporting of, occurrences where Tasmania Police are required to attend.</p> <p><i>See REPORTING for Duty Officers and Daily Incident reports</i></p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - INCIDENTS for all traffic incidents and accidents.</i></p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT - POLICE COMMUNICATIONS for the provision of radio and telephone communications to police officers throughout Tasmania.</i></p>	
01.08.01	<p>Records of incidents that are called into Tasmania Police. Includes incidents reported to the Call Centre or the Police Radio Room and recorded on the Command and Control System (CACCS).</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• bush fire and fire reports</li> <li>• information reports/sheets</li> </ul> <p><i>See 01.08.02 for voice recordings required for investigations</i></p> <p><i>See 01.08.03 for voice recordings not required for investigations</i></p> <p><i>See 01.08.04 for Crime and Occurrence books.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed.</p>
01.08.02	<p>Voice recordings of Police communications that are required for police investigations.</p> <p><i>See 01.08.01 for calls to Call Centre or Radio Room regarding incidents.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after investigation and legal proceedings completed.</p>
01.08.03	<p>Voice recordings of Police communications that are not required for police investigations.</p> <p><i>See 01.08.01 for calls to Call Centre or Radio Room regarding incidents.</i></p>	<p>TEMPORARY</p> <p>Destroy 6 months after date of recording.</p>
01.08.04	<p>Crime and Occurrence books detailing incidents and matters occurring in a Police District prior to the commencement of computerised systems for recording incidents.</p> <p><i>See 01.08.01 for calls to Call Centre or Radio Room regarding incidents</i></p> <p><i>See 01.08.07 for routine activities where records are not required for investigation</i></p> <p><i>See 02.05.02 for Charge Book register and online charging</i></p> <p><i>See 02.09.15 for investigative and operational records not included or proceeding to a prosecution file</i></p>	PERMANENT
01.08.05	<p>Infringement records for offences other than traffic or marine which are received for processing by Traffic Liaison Services.</p> <p>May include infringement notices for:</p> <ul style="list-style-type: none"> <li>• litter offences</li> <li>• liquor offences</li> <li>• environmental offences.</li> </ul> <p><i>See 10.04.03 for issue of traffic infringement notices.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed.</p>
01.08.06	<p>Books containing copies of infringement notices other than traffic or marine.</p>	<p>TEMPORARY</p> <p>Destroy 12 months after date action completed.</p>

<p>01.08.07</p>	<p>Records documenting routine activities where the record is not required for an investigation. Records may include:</p> <ul style="list-style-type: none"> <li>• police note books and duty books</li> <li>• property books</li> <li>• drug exhibit register</li> <li>• neighbourhood watch logs</li> <li>• notation reports</li> <li>• subject reports</li> <li>• National Parks game licence documents</li> <li>• surrender of driver licences</li> <li>• transfer of registration plates</li> <li>• circulars</li> <li>• station orders</li> <li>• transport receipt books</li> <li>• discontinuance/vehicle defect notice books</li> </ul> <p><u>See 01.08.04 for Crime and Occurrence books</u></p> <p><u>See 02.09.15 for investigative and operational records not included or proceeding to a prosecution file.</u></p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
<p>01.09.00</p>	<p><b>Inspections (COMMUNITY POLICING)</b> The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. Includes the inspection of police establishments to ensure the maintenance of agreed standards.</p> <p><u>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - INSPECTIONS for inspections of maritime vessels and equipment (not owned by Tasmania Police).</u></p> <p><u>See AUDIT for the formal process of checking and validating against records.</u></p>	
<p>01.09.01</p>	<p>Reports relating to systems and other inspections of police stations and work areas.</p> <p><u>See 03.07.01 for compliance with emergency management standards and legislation.</u></p> <p><u>See 11.03.01 for compliance with weapons control standards and legislation.</u></p>	<p>TEMPORARY Destroy 5 years after date action completed.</p>
<p>01.10.00</p>	<p><b>Joint Ventures (COMMUNITY POLICING)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><u>See LIAISON for other collaboration between organisations that are not considered joint ventures.</u></p>	
<p>01.10.01</p>	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the community policing function. Includes the establishment, maintenance and review of agreements and contracts.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of Understanding</li> <li>• Memoranda of Agreement</li> <li>• Service Agreements</li> <li>• Progress Reports</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract.</p>

<p><b>01.11.00</b></p>	<p><b>Liaison (COMMUNITY POLICING)</b>                  The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p> <p><i>See COMMITTEES or MEETINGS for liaison through committees or meetings.</i></p> <p><i>See DA No.. 2157 FINANCIAL MANAGEMENT for financial records of Police and Community Youth Clubs</i></p> <p><i>See DA No.. 2157 COMMUNITY RELATIONS for records documenting Police Sporting Teams.</i></p>	
<p><b>01.11.01</b></p>	<p>Records documenting liaison activities relating to the community policing function. Includes exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation. Includes liaison with:</p> <ul style="list-style-type: none"> <li>• Support groups</li> <li>• Sporting organisations</li> <li>• Businesses</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Correspondence.</li> <li>• Reports</li> </ul> <p><i>See 01.05.02 for Boxing content permits.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>01.11.02</b></p>	<p>Master recordings of compositions performed by the Tasmania Police Pipe Band including records of performances at national and international events. Records may include:</p> <ul style="list-style-type: none"> <li>• audio visual recordings.</li> </ul> <p><i>See 01.11.03 for copies of recordings by Tasmania Police Pipe Band.</i></p>	<p>PERMANENT</p>
<p><b>01.11.03</b></p>	<p>Copies of recordings of compositions performed by the Tasmania Police Pipe Band.</p> <p><i>See 01.11.02 for master recordings of the Tasmania Police Pipe Band.</i></p>	<p>TEMPORARY                  Destroy after reference cases.</p>
<p><b>01.11.04</b></p>	<p>Records documenting administrative arrangements for activities of the Tasmania Police Pipe Band. Record may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• band schedules.</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases.</p>
<p><b>01.11.05</b></p>	<p>Records detailing the social, cultural and recreational activities of Police and Community Youth Clubs. Including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Sporting rosters</li> <li>• Routine correspondence</li> <li>• Memos</li> </ul> <p><i>See 01.03.04 for community policing committees making policy decisions.</i></p> <p><i>See 01.11.05 for activities of Police and Community Youth Clubs</i></p> <p><i>See 01.19.04 for administration of community policing programs.</i></p>	<p>TEMPORARY                  Destroy after reference ceases.</p>

01.11.06	<p>Records documenting administration of Policy and Community Youth Clubs.</p> <p><i>See DA No. 2157 FINANCIAL MANAGEMENT for financial records of Police and Community Youth Clubs.</i></p> <p><i>See 01.03.04 for community policing committees making policy decisions.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
01.12.00	<p><b>Marketing (COMMUNITY POLICING)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. Also includes marketing activities aimed at reducing crime, and exhibitions at public events.</p> <p><i>See POLICE PERSONNEL – MARKETING For Tasmania Police (sworn member) recruitment campaigns.</i></p> <p><i>See DA No. 2157 COMMUNITY RELATIONS for activities aimed at raising the profile of the agency in general..</i></p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY – MARKETING for marketing campaigns promoting road safety.</i></p>	
01.12.01	<p>Records documenting the distribution of promotion material and the provision of agency souvenirs.</p> <p><i>See 07.18.01 for recruitment campaigns.</i></p>	<p>TEMPORARY Destroy 5 years after date completed.</p>
01.12.02	<p>Records documenting the design, preparation and conduct of marketing campaigns, Open Days and exhibitions held at Tasmania Police Academy and other locations. Includes liaison with campaign providers and the coordination of campaign activities.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes</li> <li>• records of meetings</li> <li>• reports</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
01.12.03	<p>Master set of campaign materials documenting the content and extent of the campaign.</p>	<p>PERMANENT</p>
01.13.00	<p><b>Meetings (COMMUNITY POLICING)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p><i>See COMMITTEES for the meetings of committees and task forces.</i></p> <p><i>See BRIEFINGS for the provision of operational police information.</i></p> <p><i>See DEBRIEFINGS for the discussion and analysis of police operations or incidents.</i></p>	
01.13.01	<p>Minutes, agenda and supporting documentation relating to public meetings associated with the community policing function.</p> <p><i>See 01.13.02 for community policing internal meetings.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
01.13.02	<p>Minutes, agenda and supporting documentation relating to internal meetings associated with the community policing function.</p> <p><i>See 01.13.01 for community policing public meetings</i></p>	<p>TEMPORARY Destroy 2 years after date action completed.</p>

<p><b>01.14.00</b></p>	<p><b>Patrolling (COMMUNITY POLICING)</b>                  The pro-active activities associated with police officers travelling on foot, or by police vehicles, which are aimed at the protection of persons and property etc. within a specified area. Includes the activity of highway patrolling.</p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - PATROLLING for police patrols aimed at increasing road safety.</i></p> <p><i>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - PATROLLING for police patrols conducted for the purpose of protecting primary industry or marine resources.</i></p>	
<p>01.14.01</p>	<p>Records relating to patrol strategies designed to maximise the visibility of police and to achieve targeted reduction in crime.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• request for review</li> </ul>	<p>TEMPORARY                  Destroy after superseded.</p>
<p>01.14.02</p>	<p>Records detailing shift allocation, location and job type of patrols.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Patrol and incident logs.</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>01.15.00</b></p>	<p><b>Permits (COMMUNITY POLICING)</b>                  The activities associated with the granting and processing of those documents which give formal permission to undertake a specific event or activity. Permits are generally not renewable unless further application is sought.</p> <p><i>See TRAFFIC MANAGEMENT for permits for events that are held on public roads.</i></p>	
<p>01.15.01</p>	<p>Records relating to the issue of permits where Tasmania Police issue the permit or are advised or consulted prior to issue by another organisation.                  Permits may include:</p> <ul style="list-style-type: none"> <li>• Charity collection days</li> <li>• Occasional liquor permits</li> </ul> <p><i>See 01.15.02 for boxing contest permits</i></p> <p><i>See 01.15.03 for fireworks permits</i></p> <p><i>See 03.17.01 for police and state emergency personnel management of public events.</i></p> <p><i>See 10.12.01 for traffic and road safety permit applications.</i></p>	<p>TEMPORARY                  Destroy 2 years after expiry of permit.</p>
<p>01.15.02</p>	<p>Records documenting issue of permits for boxing contests.</p> <p><i>See 01.11.01 for community policing liaison with organisations</i></p> <p><i>See 01.15.01 for permit approvals for community events.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p>01.15.03</p>	<p>Records documenting issue of permits for fireworks.</p> <p><i>See 01.15.01 for permit approvals for community events.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>



<b>01.16.00</b>	<b>Planning (COMMUNITY POLICING)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 STRATEGIC MANAGEMENT - PLANNING for overall planning to achieve corporate objectives.</i>	
01.16.01	Final versions of plans relating to the community policing function.	PERMANENT
01.16.02	Records documenting the administration of the planning process, including copies of plans which were not approved. Records may include: <ul style="list-style-type: none"> <li>• Draft plans</li> <li>• Briefing notes</li> <li>• Correspondence used to develop the final version of plans to deal with incidents/issues.</li> </ul>	TEMPORARY Destroy 7 years after date action completed.
<b>01.17.00</b>	<b>Policy (COMMUNITY POLICING)</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.	
01.17.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.  <i>See 01.04.02 for debriefings – routine community policing operations.</i>	PERMANENT
<b>01.18.00</b>	<b>Procedures (COMMUNITY POLICING)</b> Standard methods of operating laid down by an organisations according to formulated policy.	
01.18.01	Final versions of agency manuals and instructions relating to the community policing function.	PERMANENT
01.18.02	Records documenting the development of agency procedures, manuals and instructions relating to the community policing function. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	TEMPORARY Destroy 7 years after superseded.
01.18.03	Records documenting the internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.	TEMPORARY Destroy 2 years after date action completed.
<b>01.19.00</b>	<b>Programs (COMMUNITY POLICING)</b> The process of managing a set of procedures, activities, resources and/or management and education strategies designed to achieve some common goals or objectives. Includes programs designed to divert youth away from harmful/unlawful activities.	
01.19.01	Final versions of community education programs and community involvement programs that are developed and administered by Tasmania Police. Programs may include: <ul style="list-style-type: none"> <li>• Crime Stoppers</li> <li>• Victim Visitation</li> <li>• Multicultural Liaison</li> </ul>	PERMANENT

01.19.02	<p>Records detailing the creation and development of community education programs and community involvement programs that are administered by the department to assist police in reducing crime.</p> <p>Programs include</p> <ul style="list-style-type: none"> <li>• Crime Stoppers</li> <li>• Victim Visitation</li> <li>• Multicultural Liaison</li> </ul> <p><i>See 02.19.01 for programs crime detection and investigation.</i></p>	PERMANENT
01.19.03	<p>Records documenting the development of community based programs and partnerships not administered by the department.</p> <p>Programs may include:</p> <ul style="list-style-type: none"> <li>• Party Safe</li> <li>• Adopt a Cop</li> <li>• Neighbourhood Watch</li> <li>• Safety House</li> <li>• Bush Watch</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed.</p>
01.19.04	<p>Records relating to the administration and operation of community involvement and education programs.</p> <p><i>See 01.11.05 for activities of Policy and Community Youth Clubs.</i></p>	<p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>
<b>01.20.00</b>	<p><b>Projects (COMMUNITY POLICING)</b></p> <p>The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.</p>	
01.20.01	<p>Records documenting the management of significant agency projects relating to the community policing function, these include projects involving other agencies and jurisdictions or projects that affect policy.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Project proposal</li> <li>• Business case</li> <li>• Business plans</li> <li>• Implementation Plans</li> <li>• Project Status Reports</li> </ul>	PERMANENT
01.20.02	<p>Records documenting the management of agency projects that are not considered significant. These may include district or local community projects that do not affect policy.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Correspondence</li> <li>• Project plans</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after project closure.</p>

<p><b>01.21.00</b></p>	<p><b>Reporting (COMMUNITY POLICING)</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><i>See INCIDENTS for the reporting of incidents at which Tasmania Police are required to attend</i></p>	
<p><b>01.21.01</b></p>	<p>Records documenting reporting relating to community policing issues.                  Records include:</p> <ul style="list-style-type: none"> <li>• preventative measures</li> <li>• public order issues.</li> </ul> <p><i>See 02.21.01 for reporting crime detection and investigation.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>01.21.02</b></p>	<p>Reports to Commissioner at end of shift.                  Includes:</p> <ul style="list-style-type: none"> <li>• Duty Officer reports</li> <li>• Daily Incident sheets</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>01.22.00</b></p>	<p><b>Search and Rescue (COMMUNITY POLICING)</b>                  The activities associated with the coordination of land/sea search and rescue operations throughout Tasmania. Includes searches where volunteers are utilised.</p> <p><i>See EMERGENCY MANAGEMENT – SEARCH AND RESCUE for large scale searches involving the use of volunteer personnel.</i></p>	
<p><b>01.22.01</b></p>	<p>Records relating to the conduct of small scale land/sea search and rescue operations.   <i>See 03.27.02 for large scale marine and land based search and rescue operations.</i></p>	<p>TEMPORARY                  Destroy 10 years after action completed.</p>
<p><b>01.23.00</b></p>	<p><b>Surveillance (COMMUNITY POLICING)</b>                  The activities associated with the conduct of surveillance of targeted high risk areas for criminal activity as part of a program of crime prevention.</p> <p><i>See CRIME DETECTION AND INVESTIGATION - SURVEILLANCE for the surveillance of police watch house charge rooms.</i></p> <p><i>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - SURVEILLANCE for surveillance related to the protection of living marine resources.</i></p> <p><i>See STATE SECURITY - SURVEILLANCE for counter terrorism surveillance.</i></p>	
<p><b>01.23.01</b></p>	<p>Surveillance recordings obtained from cameras located in public areas where the images are not required for investigative purposes.</p> <p><i>See 02.25.04 for surveillance recordings from street cameras with identifiable incidents.</i></p> <p><i>See 02.25.05 for surveillance recordings from watch house charge room cameras – no incident identified.</i></p>	<p>TEMPORARY                  Destroy 6 months after date action completed.</p>

<p><b>01.24.00</b></p>	<p><b>Training Delivery (COMMUNITY POLICING)</b>                  The processes involved in the delivery of training to external clients.</p> <p><i>See STAFF DEVELOPMENT - TRAINING for the training of agency staff.</i></p> <p><i>See POLICE PERSONNEL - SPECIALIST TRAINING for the provision of specialist operational training to sworn members.</i></p> <p><i>See DA 2135 for training carried out by the agency as a Registered Training Organisation (RTO)</i></p>	
<p><b>01.24.01</b></p>	<p>Records documenting content and attendance for training conducted by agency personnel.                  Training includes:                  Customer Aggression Awareness Workshops.                  Conflict Resolution Training for Transport Inspectors.                  Investigative Skills training for State Revenue Office personnel.                  Basic Crime Scene Examination and investigative Skills for Parks and Wildlife personnel.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Training plans</li> <li>• Lists of attendees</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date of last action.</p>
<p><b>01.24.02</b></p>	<p>Records documenting administrative arrangements for training programs.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• registration forms</li> <li>• applications for attendance</li> <li>• confirmations</li> <li>• evaluations</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>01.25.00</b></p>	<p><b>Victim Support (COMMUNITY POLICING)</b>                  The activities involved in the provision of police assistance to victims of a crime. Assistance may include contacting family and relatives, etc.</p> <p><i>See EMERGENCY MANAGEMENT - VICTIM SUPPORT for assistance to victims of disaster or emergencies.</i></p>	
<p><b>01.25.01</b></p>	<p>Records relating to the provision of assistance to victims of crime and their families.                  Records may include:</p> <ul style="list-style-type: none"> <li>• applications for assistance</li> <li>• correspondence</li> <li>• referrals</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>

<p><b>02.00.00</b></p>	<p><b>CRIME DETECTION AND INVESTIGATION</b>                  The function of providing a police response to crimes against the person and property, includes the investigation of crime, the detection and apprehension of offenders, and specialist functions to target criminal activities and criminal groups.   <i>See COMMUNITY POLICING for the development of strategies and the delivery of programs aimed at increasing community involvement in reducing crime.</i></p>	
<p><b>02.01.00</b></p>	<p><b>Advice (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.   <i>See GOVERNMENT RELATIONS - REPORTING where the organisation is responding to the Government's request for advice or comments on general issues.</i>   <i>See LEGAL SERVICES - ADVICE for legal advice furnished to the organisation by external and internal sources.</i></p>	
<p><b>02.01.01</b></p>	<p>Records documenting the receipt and provision of advice relating to the function of crime detection and investigation.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.02.00</b></p>	<p><b>Briefings (CRIME DETECTION AND INVESTIGATION)</b>                  The provision of operational police information or instructions, usually provided at meetings.   <i>See DEBRIEFINGS for the discussion and analysis of the results of an operation or incident.</i>   <i>See MEETINGS for gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.</i></p>	
<p><b>02.02.01</b></p>	<p>Records of briefings conducted in preparation for a major police investigation or operation.   <i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</i>   <i>See 02.09.05 for unsolved major criminal investigations</i></p>	<p>TEMPORARY                  Destroy 25 years after date action completed.</p>
<p><b>02.02.02</b></p>	<p>Records relating to routine briefings.</p>	<p>TEMPORARY                  Destroy after reference ceases.</p>

<p><b>02.03.00</b></p>	<p><b>Committees (CRIME DETECTION AND INVESTIGATION)</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.   <i>See MEETINGS for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
<p><b>02.03.01</b></p>	<p>Records of internal committees and external committees that do not make decisions on crime and investigation policy but the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointment members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.03.02</b></p>	<p>Records of external committees where the agency does not have the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee.</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>02.03.03</b></p>	<p>Records of internal committees, external committees and task forces that make decisions about Crime Detection and Investigation policy, where the agency has the administrative or secretariat role. Includes meetings of the Witness Protection Committee.                  Records may include:</p> <ul style="list-style-type: none"> <li>• establishment of committee</li> <li>• minutes</li> <li>• agenda</li> </ul> <p><i>See 02.27.01 for management of the Witness Protection Program</i></p>	<p>PERMANENT</p>
<p><b>02.03.04</b></p>	<p>Records relating to the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> <li>• venues and travel arrangements</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>

<p><b>02.04.00</b></p>	<p><b>Coronial Matters (CRIME DETECTION AND INVESTIGATION)</b>                  The investigations by inquest of any death which is not clearly due to natural causes. Includes all investigations, inquiries, inquests, that are forwarded by the Department of Police and Emergency Management to inform the coronial inquiry conducted by the Coroner in Tasmania or any Coroner of any other State or country.</p> <p><i>See EMERGENCY MANAGEMENT - CORONIAL MATTERS for deaths from disasters or emergencies.</i></p> <p><i>See JUDICIAL SUPPORT SERVICES - CORONIAL MATTERS for administrative support provided to the Coroner.</i></p>	
<p><b>02.04.01</b></p>	<p>Agency copies of records forwarded to the coroner’s office relating to deaths due to criminal activities.                  Records may include:</p> <ul style="list-style-type: none"> <li>• report of death form</li> <li>• briefing notes</li> <li>• submission of reports</li> <li>• correspondence</li> </ul> <p><i>See 03.08.01 for coronal records – deaths due to disasters, emergencies or traffic accidents.</i></p> <p><i>See 05.03.01 for records sent to Coroner – suicides or deaths proved to be due to natural causes.</i></p>	<p>TEMPORARY                  Destroy 3 years after date action completed, including legal action.</p>
<p><b>02.05.00</b></p>	<p><b>Custody (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with placing and keeping persons in custody. Includes persons who have been detained under statutory provisions, who are arrested with or without a warrant and who are in lawful custody by order of a court. Also includes attempts to evade or escape custody.</p> <p><i>See DA No. 2157 FINANCIAL MANAGEMENT for receipts for bail payments</i></p>	
<p><b>02.05.01</b></p>	<p>Register of persons in custody. Records may include watch house register.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.05.02</b></p>	<p>Records relating to the charge of offenders. Records include:</p> <ul style="list-style-type: none"> <li>• Charge book register</li> </ul> <p><i>See 01.08.04 for Crime and Occurrence books</i></p> <p><i>See 02.25.05 for surveillance recordings from watch house charge room cameras – no incident identified.</i></p> <p><i>See 02.25.06 for surveillance recordings from watch house charge room cameras – incident identified.</i></p>	<p>TEMPORARY                  Destroy 20 years after last entry</p>
<p><b>02.05.03</b></p>	<p>Records detailing prisoner risk assessment.</p>	<p>Temporary                  Destroy 7 years after date action completed.</p>
<p><b>02.05.04</b></p>	<p>Inventory of property taken from prisoners who have been taken into custody.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.05.05</b></p>	<p>Records relating to the details and conditions of bail.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Bail reporting register</li> <li>• Police bail notice book</li> </ul> <p><i>See DA No. 2157 for financial receipts in relation to bail.</i></p>	<p>TEMPORARY                  Destroy 2 years after finalisation of Court Case.</p>

02.05.06	<p>Records of the transfer of persons in custody. Includes transfer by vehicle or aircraft. Records may include:</p> <ul style="list-style-type: none"> <li>• Transfer form</li> </ul> <p><i>See 02.07.01 for requests by Tasmania Police for extradition</i></p> <p><i>See 02.07.02 for requests to Tasmania Police for extradition</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
02.05.07	<p>Charge room take over certificates completed at the end of each shift. Information includes the surrendering of:</p> <ul style="list-style-type: none"> <li>• accoutrements</li> <li>• firearms</li> <li>• torches</li> <li>• prisoner's property</li> <li>• bail money received</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
02.06.00	<p><b>Debriefings (CRIME DETECTION AND INVESTIGATION)</b> Discussion and analysis of the results of an operation or incident.</p> <p><i>See BRIEFINGS for the provision of operational police information of instructions.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.</i></p>	
02.06.01	<p>Records of debriefings conducted as a result of a major police investigation or operation.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</i></p>	<p>TEMPORARY Destroy 25 years after date action completed.</p>
02.06.02	<p>Records relating to routine debriefings conducted. Records may include:</p> <ul style="list-style-type: none"> <li>• de-brief reports</li> <li>• correspondence</li> <li>• action minutes</li> </ul>	<p>TEMPORARY Destroy 7 years after date of last action.</p>
02.07.00	<p><b>Extraditions (CRIME DETECTION AND INVESTIGATION)</b> The activities involved in seeking the return of a person to or from another legal jurisdiction, such as another Australian State or foreign country. The extradition is normally sought so that the person being extradited can answer serious criminal charges in the country or state which is seeking the person's extradition.</p>	
02.07.01	<p>Records relating to requests made by Tasmania Police for extradition from another Australian state or foreign country, including reports to Commissioner with details of extradition sought. Records may include:</p> <ul style="list-style-type: none"> <li>• extradition application</li> <li>• requests for approval</li> <li>• briefing notes</li> </ul> <p><i>See 02.05.06 for transfer of prisoners</i></p>	<p>TEMPORARY Destroy 7 years after date of last action.</p>
02.07.02	<p>Records relating to requests made to Tasmania Police for extradition to another Australian state or foreign country. Records may include:</p> <ul style="list-style-type: none"> <li>• extradition application</li> <li>• requests for approval</li> <li>• briefing notes</li> <li>• request for extradition</li> <li>• correspondence</li> </ul> <p><i>See 02.05.06 for transfer of prisoners.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>



<p><b>02.08.00</b></p>	<p><b>Intelligence (CRIME DETECTION AND INVESTIGATION)</b></p> <p>The pro-active activities associated with gathering, collating, analysing and disseminating criminal intelligence. Intelligence gathered may form part of an operation.</p> <p><i>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - INTELLIGENCE for intelligence relating to the protection of primary industry or marine resources.</i></p> <p><i>See STATE SECURITY - INTELLIGENCE for counter-terrorist intelligence. See PROFILING for the psychological profiling of offenders and criminals.</i></p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT - DATA ADMINISTRATION for the ongoing maintenance of intelligence information.</i></p> <p><i>See COMMUNITY POLICING - ENVIRONMENTAL SCANNING for the provision of assessments of criminal and social environments in specific geographic or socio-economic areas/regions of Tasmania.</i></p>	
<p><b>02.08.01</b></p>	<p>Records documenting gathering, analysing and processing of intelligence on suspected criminal activity. Records may include:</p> <ul style="list-style-type: none"> <li>• intelligence reports</li> <li>• notifications to and from other agencies, including the Child Protection Register.</li> <li>• Search returns</li> </ul> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p> <p><i>See 04.13.08 for batch records testing of evidence samples and proficiency tests.</i></p> <p><i>See 08.06.01 for intelligence gathering on criminal activities for living marine resources and the poppy industry.</i></p>	<p><b>TEMPORARY</b> Destroy 50 years after date action completed.</p>
<p><b>02.08.02</b></p>	<p>Records document intelligence projects and operations with other jurisdictions and agencies. Records may include:</p> <ul style="list-style-type: none"> <li>• Australia Crime Commission Strategic Intelligence Reports</li> <li>• Strategic Intelligence Reports</li> <li>• position papers</li> <li>• intelligence reports</li> <li>• briefing notes</li> </ul>	<p><b>TEMPORARY</b> Destroy after reference ceases</p>
<p><b>02.08.03</b></p>	<p>Records documenting gathering, analysing and processing of intelligence where no further response is required, no criminal activity is suspected and records are not required for investigative or intelligence purposes. Records may include:</p> <ul style="list-style-type: none"> <li>• Surveillance camera images where there is no match to a watch list.</li> </ul> <p><i>See 02.08.04 for surveillance camera images where there is a match to a watch list.</i></p>	<p><b>TEMPORARY</b> Destroy 1 month after date action completed</p>

<p><b>02.08.04</b></p>	<p>Records documenting gathering, analysing and processing of intelligence where no further response is required. Records may include:</p> <ul style="list-style-type: none"> <li>• Surveillance camera images where there is a match to a watch list.</li> </ul> <p><u>See INVESTIGATIONS for records required for an investigation case file. Investigation records must be retained in accordance with the related category of crime.</u></p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major, significant, non-significant and minor crimes.</u></p> <p><u>See 02.08.03 for surveillance camera images where there is no match to a watch list.</u></p>	<p><b>TEMPORARY</b> Destroy 7 years after date action completed.</p>
<p><b>02.09.00</b></p>	<p><b>Investigations (CRIME DETECTION AND INVESTIGATION)</b> The activities related to the investigation and solving of offences/crimes against personal safety, property security, industrial accidents and public order and safety, irrespective of whether the offenders are juveniles or adults. Includes the conduct of internal investigations and/or overviews of incidents that may involve allegations of police officers' impropriety or misconduct.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major, significant, non-significant and minor crimes</u></p> <p><u>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - INVESTIGATIONS for investigations into primary industry or marine resource offences.</u></p> <p><u>See TRAFFIC MANAGEMENT AND ROAD SAFETY - INVESTIGATIONS for investigations into traffic offences.</u></p> <p><u>See WEAPONS CONTROL - INVESTIGATIONS for investigations into breaches of weapons control legislation or regulations.</u></p> <p><u>See JUDICIAL SUPPORT SERVICES - PROSECUTION for all matters associated with cases coming before a court of law for hearing or determination.</u></p> <p><u>See CRIME DETECTION AND INVESTIGATION - OPERATIONS for the investigation of major/organized crime which cross national, interstate or international borders.</u></p>	
<p><b>02.09.01</b></p>	<p>Records of major criminal investigations which have been solved, including investigations where a person has been found not guilty.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</u></p> <p><u>See 02.09.02 for significant criminal investigations - solved</u></p> <p><u>See 02.09.03 for crimes classed as non-significant - solved</u></p> <p><u>See 05.10.01 for prosecution records major See 10.05.01 for fatal traffic accidents</u></p>	<p><b>PERMANENT</b></p>

<p><b>02.09.02</b></p>	<p>Records of criminal investigations which have been solved, including investigations where a person has been found not guilty for crimes classed as significant.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</u></p> <p><u>See 02.09.01 for major criminal investigations – solved</u></p> <p><u>See 02.09.03 for crimes classed as non-significant – solved</u></p> <p><u>See 04.13.03 for forensic case records examining biological or chemical evidence of significant crimes.</u></p>	<p>TEMPORARY Destroy 99 years after date action completed, including legal action.</p>
<p><b>02.09.03</b></p>	<p>Records of criminal investigations which have been solved, including investigations where a person has been found not guilty for crimes classed as non-significant.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this disposal Schedule for the definition of non-significant crimes.</u></p> <p><u>See 02.09.01 for major criminal investigations – solved</u></p> <p><u>See 02.09.02 for significant criminal investigations – solved</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes.</u></p>	<p>TEMPORARY Destroy 30 years after date action completed, including legal action.</p>
<p><b>02.09.04</b></p>	<p>Records of minor criminal investigations not covered in 02.09.01, 02.09.02 and 02.09.03 which have been solved, including investigations where a person has been found not guilty.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</u></p> <p><u>See 05.10.04 for prosecution cases minor crimes.</u></p>	<p>TEMPORARY Destroy 7 years after crime committed or where a matter involves a minor 7 years after the minor turns 18 years of age, whichever is the later.</p>
<p><b>02.09.05</b></p>	<p>Records of major criminal investigations which have not been solved or cleared.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</u></p> <p><u>See 02.02.01 for briefings on crime detection and investigation major operations/investigations.</u></p> <p><u>See 02.15.02 for electronic recordings of suspects not charged for criminal offence.</u></p>	<p>PERMANENT</p>
<p><b>02.09.06</b></p>	<p>Records of significant criminal investigations that have not been solved or cleared.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</u></p> <p><u>See 02.09.15 for investigative and operational records not included or proceeding to a prosecution file.</u></p>	<p>TEMPORARY Destroy 99 years after date action completed, including legal action.</p>
<p><b>02.09.07</b></p>	<p>Records of non-significant criminal investigations that have not been solved or cleared.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of non-significant crimes.</u></p> <p><u>See 02.09.15 for investigative and operational records not included or proceeding to a prosecution file.</u></p>	<p>TEMPORARY Destroy 30 years after date action completed, including legal action.</p>

02.09.08	<p>Records of criminal investigations which are minor and have not been solved. Records may include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• briefing notes</li> </ul> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</i></p>	<p>TEMPORARY Destroy 7 years after crime committed or where a matter involves a minor 7 years after the minor turns 18 years of age, whichever is the later.</p>
02.09.09	<p>Records of minor crime where the offender has been apprehended and given a caution.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</i></p> <p><i>See 05.02.01 for case records juvenile diversionary conferencing.</i></p>	<p>TEMPORARY Destroy 6 months after caution recorded on Operational Information Services database</p>
02.09.10	<p>Reports on stolen and recovered motor vehicles.</p> <p><i>See 06.04.03 for control records for operational information management systems</i></p>	<p>TEMPORARY Destroy 1 year after entry on to operational databases</p>
02.09.11	<p>Inventories and towing records for stolen and recovered motor vehicles.</p>	<p>TEMPORARY Destroy 7 years after date of last entry</p>
02.09.12	<p>Records detailing reports and investigations into missing persons that have been found alive. Records may include:</p> <ul style="list-style-type: none"> <li>• missing person report</li> <li>• located persons report</li> <li>• running sheets</li> <li>• statements</li> <li>• photographs</li> <li>• bank records</li> </ul> <p><i>See OPERATIONAL INFORMATION MANAGEMENT for operational databases.</i></p>	<p>TEMPORARY Destroy 2 years after recorded on operational databases</p>
02.09.13	<p>Records detailing reports and investigations into missing persons who have been found, are deceased and there are no suspicious circumstances surrounding the death.</p>	<p>TEMPORARY Destroy 7 years after date action completed, including legal action.</p>
02.09.14	<p>Records detailing reports and investigations into missing persons who have not been found or where the person has been found deceased under suspicious circumstances. Records may include:</p> <ul style="list-style-type: none"> <li>• missing person report</li> <li>• running sheets</li> <li>• statements</li> <li>• photographs</li> <li>• bank records</li> </ul> <p><i>See 06.04.01 for register of missing persons.</i></p>	<p>PERMANENT</p>

<p>02.09.15</p>	<p>Records documenting routine investigative or operational activities where the record is not required for an investigation or prosecution file. Records may include:</p> <ul style="list-style-type: none"> <li>• licensed premises checks</li> <li>• property seizure records including field receipt books</li> <li>• correspondence</li> <li>• offence reports, including Criminal Offence and Modus Operandi (COMO)</li> <li>• search returns</li> <li>• briefs</li> <li>• statements</li> </ul> <p><i>See 01.08.04 for Crime and Occurrence books</i></p> <p><i>See 01.08.07 for routine activities where records are not required for investigation</i></p> <p><i>See 02.09.06 for significant criminal investigations - unsolved</i></p> <p><i>See 02.09.07 for non-significant criminal investigations - unsolved</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>02.09.16</p>	<p>Records documenting incidents involving explosives. Records may include</p> <ul style="list-style-type: none"> <li>• Explosive incident reports</li> <li>• Briefing notes</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>02.09.17</p>	<p>Family violence management system containing family violence incident reports.</p>	<p>PERMANENT</p>
<p>02.09.18</p>	<p>Family violence incident reports created before the commencement of and not recorded in the family violence management system.</p>	<p>PERMANENT</p>
<p>02.09.19</p>	<p>Records documenting family violence incident reports created before the commencement of the Family Violence Management System and recorded in the database.</p>	<p>TEMPORARY Destroy 2 years after recorded on the Family Violence Management System.</p>
<p>02.09.20</p>	<p>Records documenting cautioning and diversion of minors. Records may include:</p> <ul style="list-style-type: none"> <li>• Youth Justice Action Reports</li> <li>• Drug Diversion</li> </ul>	<p>TEMPORARY Destroy 7 years after last action, or in the case of minors when they reach the age of 25 years, whichever is the later.</p>
<p>02.09.21</p>	<p>Photographs of persons who have been convicted.</p>	<p>PERMANENT</p>
<p>02.09.22</p>	<p>Photographs of persons where criminal proceedings were discontinued other than by conviction.</p>	<p>TEMPORARY Destroy after date action completed, including legal action.</p>
<p>02.09.23</p>	<p>Photographs of suspects relating to investigations or proceedings where:</p> <ul style="list-style-type: none"> <li>• there is no charge within 12 months</li> <li>• the warrant lapses</li> <li>• the proceedings have been discontinued other than by conviction.</li> </ul>	<p>TEMPORARY Destroy 7 years after proceedings have been discontinued.</p>
<p>02.09.24</p>	<p>Photographs of suspects or persons charged relating to investigations or proceedings where the person is acquitted of the offences and there are no appeals or appeals re rejected.</p>	<p>TEMPORARY Destroy 7 years after acquittal</p>
<p>02.09.25</p>	<p>Master set of finger prints:</p> <ul style="list-style-type: none"> <li>• of persons charged, or</li> <li>• taken from persons in relation to a criminal investigation or crime scene.</li> </ul> <p><i>See 04.05.01 for collection of forensic material.</i></p>	<p>TEMPORARY Destroy 80 years after date action completed.</p>

<p><b>02.10.00</b></p>	<p><b>Joint Ventures (CRIME DETECTION AND INVESTIGATION)</b>                  The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See ADVICE for formal advising.</i></p>	
<p><b>02.10.01</b></p>	<p>Records documenting the arrangement for, and the management of, joint ventures and partnerships relating to the crime detection and investigation function. Includes the establishment, maintenance and review of agreements and contracts.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Agreements</li> <li>• Contracts</li> <li>• Memoranda of Understanding</li> <li>• Memoranda of Agreement</li> <li>• Service agreements</li> <li>• Progress reports</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after completion or termination of agreement or contract</p>
<p><b>02.11.00</b></p>	<p><b>Meetings (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p><i>See COMMITTEES for the meetings of committees and task forces.</i></p> <p><i>See BRIEFINGS for the provision of operational police information.</i></p> <p><i>See DEBRIEFINGS for the discussion and analysis of police operations or incidents.</i></p>	
<p><b>02.11.01</b></p>	<p>Minutes, agenda and supporting documentation relating to meetings associated with the crime detection and investigation function.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>02.12.00</b></p>	<p><b>Operations (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with the organisation of police operational activities in relation to the function of Crime Detection and Investigation which cross functional and/or regional boundaries. Includes joint operations, covert operations, road safety enforcement operations and the investigation of major/organised crime across, interstate or international boundaries.</p> <p><i>See STATE SECURITY for operations focused on counter terrorism and state security</i></p> <p><i>See JOINT VENTURES for partnerships between Tasmania Police and external organisations.</i></p>	
<p><b>02.12.01</b></p>	<p>Records relating to the planning, implementation and outcomes of police operations that involve cross-functional or cross-jurisdictional activities, including national motor vehicle theft task force, national drug task forces.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• operation notes</li> <li>• special operations group application forms</li> </ul>	<p>PERMANENT</p>
<p><b>02.12.02</b></p>	<p>Records documenting operations relating to crime detection and investigation that do not involve cross-functional or state-wide operations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Operation orders</li> <li>• Special operations group application forms</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<p><b>02.13.00</b></p>	<p><b>Planning (CRIME DETECTION AND INVESTIGATION)</b>                  The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.   <i>See DA No. 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p>02.13.01</p>	<p>Final versions of plans relating to crime detection and investigation, including anti-social behaviour and public violence and underage drinking.</p>	<p>PERMANENT</p>
<p>02.13.02</p>	<p>Records documenting the administration of the planning process, including copies of plans which were not approved.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Draft plans</li> <li>• Briefing notes</li> <li>• Correspondence used to develop the final version of plans to deal with incidents/issues.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>02.14.00</b></p>	<p><b>Police Dog Services (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with the coordination of police dogs and dog handlers. Includes the training of both handlers and dogs.   <i>See PROCEDURES for dog handling and training manuals.</i>   <i>See POLICE PERSONNEL – SPECIALIST TRAINING for all other specialist operational training available to sworn members, including training for Police Dog Handlers.</i>   <i>See DA No. 2157 STORES AND EQUIPMENT for food and equipment purchased for issue to Police Dog Handlers.</i></p>	
<p>02.14.01</p>	<p>Records relating to the management and administration of police dog services.                  Records may include:</p> <ul style="list-style-type: none"> <li>• training records of dogs</li> <li>• acquisition</li> <li>• disposal</li> <li>• veterinary records</li> <li>• briefing notes</li> <li>• correspondence</li> </ul> <p><i>See 07.31.01 for result of tests for specialist positions</i></p>	<p>TEMPORARY                  Destroy 10 years after service life of animal is completed</p>
<p>02.14.02</p>	<p>Records relating to requests for assistance and requests by DPEM for the use of police dogs. This may include routine searches of airports and transport terminals.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Authority to conduct proactive searching operations</li> <li>• Correspondence</li> <li>• Briefing notes</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed, including legal action.</p>

<p><b>02.15.00</b></p>	<p><b>Police Interviews (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with the interviewing of suspects, victims, complainants or witnesses by police officers in the course of conducting investigations. Also includes interviewing of child witnesses and victims. Includes all methods of recording interviews, e.g. notebook entries, electronically recorded interviews, etc.   <i>See DA 2158 for disposal of audio tapes or discs created for transcribing and duplicate DVD or video tape of interview</i></p>	
<p>02.15.01</p>	<p>Registers of persons interviewed by police officers.</p>	<p>TEMPORARY                  Destroy 30 years after last entry</p>
<p>02.15.02</p>	<p>Audio visual recordings of interviews of suspects not charged for criminal offence.   <i>See 05.10.00 for recordings used in the prosecution of offenders.</i>   <i>See 02.09.05 for unsolved major criminal investigations.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p>02.15.03</p>	<p>Audio visual recordings of interviews of suspects not charged for summary offence.   <i>See 05.10.00 for recordings used in the prosecution of offenders.</i></p>	<p>TEMPORARY                  Destroy 2 years after date of last action.</p>
<p>02.15.04</p>	<p>Audio visual recordings of interviews of victims or witnesses.   <i>See 05.10.00 for recordings used in the prosecution of offenders</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed, including legal action.</p>
<p>02.15.05</p>	<p>Records documenting use of interpreters for police interviews.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>02.15.06</p>	<p>Statements, transcripts and notes from interviews not included in a prosecution file.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Witness statements</li> <li>• Record of interview</li> <li>• Dying declarations and depositions</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.16.00</b></p>	<p><b>Policy (CRIME DETECTION AND INVESTIGATION)</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>02.16.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the crime detection and investigation function.</p>	<p>PERMANENT</p>



<p><b>02.17.00</b></p>	<p><b>Procedures (CRIME DETECTION AND INVESTIGATION)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.</p> <p><i>See POLICE PERSONAL – PROCEDURES for the Tasmanian Police Manual</i></p> <p><i>See POLICE DOG SERVICES for the coordination of police dogs and handlers.</i></p>	
<p>02.17.01</p>	<p>Final versions of agency manuals and instructions relating to the crime detection and investigation function.</p>	<p>PERMANENT</p>
<p>02.17.02</p>	<p>Records documenting the development of agency procedures, manuals and instructions relating to the crime and investigation function.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Background and research material</li> <li>• Significant drafts of policy documents</li> <li>• Records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>02.17.03</p>	<p>Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>02.18.00</b></p>	<p><b>Profiling (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with the psychological profiling of criminals from evidence gathered at the scenes of crimes and witness information. Includes the profiling of criminal suspects and suspicious persons who have not committed any offences.</p> <p><i>See INTELLIGENCE for the activities associated with the gathering, collating, analysing and disseminating of information.</i></p>	
<p>02.18.01</p>	<p>Records relating to the profiling of suspects for major crimes.                  Records may include:</p> <ul style="list-style-type: none"> <li>• profile reports</li> <li>• briefing notes</li> </ul> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</i></p>	<p>PERMANENT</p>
<p>02.18.02</p>	<p>Records relating to profiling of suspects for minor crimes.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Profile reports</li> <li>• Briefing notes</li> </ul> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>02.18.03</p>	<p>Records relating to the profiling of suspects for non-significant crimes.                  Records may include:</p> <ul style="list-style-type: none"> <li>• profile reports</li> <li>• briefing notes</li> </ul> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of non-significant crimes.</i></p>	<p>TEMPORARY                  Destroy 30 years after date action completed</p>
<p>02.18.04</p>	<p>Records relating to the profiling of suspects for significant crimes.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Profile reports</li> <li>• Briefing notes</li> </ul> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</i></p>	<p>TEMPORARY                  Destroy 99 years after date action completed.</p>

<p><b>02.19.00</b></p>	<p><b>Programs (CRIME DETECTION AND INVESTIGATION)</b>                  The process of managing a set of procedures, activities, resources and/or management and education strategies designed to achieve some common goals or objectives.</p>	
<p>02.19.01</p>	<p>Records detailing the creation and development of programs to assist police in detecting and solving crimes.                  Programs may include:</p> <ul style="list-style-type: none"> <li>• Taxi security cameras.</li> </ul> <p><i>See 01.09.02 for community policing education and community programs</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>02.20.00</b></p>	<p><b>Projects (CRIME DETECTION AND INVESTIGATION)</b>                  The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation’s business strategy or relate directly to policies and initiatives.</p>	
<p>02.20.01</p>	<p>Formal documentation for the management of significant agency projects relating to the crime detection and investigation functions. Significant projects may include national projects and projects involving other jurisdictions.                  Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issue registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>PERMANENT</p>
<p>02.20.02</p>	<p>Records documenting the management of agency projects on crime detection and investigation that are not considered to be long-term or significant.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after project closure</p>

<p><b>02.21.00</b></p>	<p><b>Reporting (CRIME DETECTION AND INVESTIGATION)</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><i>See DA No. 2157 - STRATEGIC MANAGEMENT - REPORTING for the agency's annual report</i></p>	
<p><b>02.21.01</b></p>	<p>Records documenting reports relating to crime detection and investigation, including reports to the:</p> <ul style="list-style-type: none"> <li>• National Crime Authority</li> <li>• National Crime Statistics Unit]</li> <li>• Australian High Tech Crime Centre</li> <li>• Australian Crime Commission</li> </ul> <p>Records may relate to telecommunications interception and listening devices and include:</p> <ul style="list-style-type: none"> <li>• statistics</li> <li>• reports</li> <li>• correspondence</li> </ul> <p><i>See 01.21.01 for reporting community policing</i></p> <p><i>See 02.08.01 for intelligence gathering on criminal activities</i></p> <p><i>See 02.25.01 for records relating to the use of surveillance for crime detection</i></p> <p><i>See 02.25.07 for telecommunications interception for crime detection</i></p> <p><i>See 08.15.01 for reports on marine offences</i></p> <p><i>See 08.15.02 for reports relating to the state poppy crop</i></p> <p><i>See 09.26.02 for administration of telecommunications interception activities</i></p>	<p><b>TEMPORARY</b>                  Destroy 10 years after action completed</p>
<p><b>02.22.00</b></p>	<p><b>Security (CRIME DETECTION AND INVESTIGATION)</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 of crime scenes.</p> <p><i>See PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION - SECURITY for the security of primary industry or marine resources.</i></p> <p><i>See WEAPONS CONTROL - SECURITY for the security of firearms.</i></p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT - CRIMINAL HISTORY CHECKS for the provision of criminal history checks by Tasmania Police</i></p>	
<p><b>02.22.01</b></p>	<p>Records documenting activities to protect persons, places or equipment. Includes security checks, police attendance at activated security alarms.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after date action completed.</p>
<p><b>02.22.02</b></p>	<p>Records documenting security of crime scenes.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after date action completed</p>

<p><b>02.23.00</b></p>	<p><b>Standards (CRIME DETECTION AND INVESTIGATION)</b> The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.</p>	
<p>02.23.01</p>	<p>Records documenting the implementation and maintenance of government and agency standards and benchmarks relating to crime detection and investigation.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p><b>02.24.00</b></p>	<p><b>Strategy Coordination (CRIME DETECTION AND INVESTIGATION)</b> The activities associated with ensuring the adequate consideration of strategic issues affecting the Tasmanian Police Service across functional areas of Police Headquarters and operational regions.</p> <p><i>See STATE SECURITY - STRATEGY COORDINATION for the coordination of strategic issues related to counter terrorism.</i></p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - STRATEGY COORDINATION for the coordination of strategic issues related to traffic management and road safety.</i></p> <p><i>See DA No. 2157 - STRATEGIC MANAGEMENT - PLANNING for the application of broad systematic management planning for the organisation as a whole.</i></p>	
<p>02.24.01</p>	<p>Records documenting the development of major state-wide strategies, relating to the crime detection and investigation function. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• reports</li> <li>• statistics</li> <li>• correspondence</li> </ul>	<p>PERMANENT</p>
<p>02.24.02</p>	<p>Records documenting crime detection and investigation strategies not covered in 02.24.01 including district and local crime strategies. Records may include:</p> <ul style="list-style-type: none"> <li>• weekly offence reports</li> <li>• briefing notes</li> <li>• strategic assessment reports</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>02.24.03</p>	<p>Records from other jurisdictions regarding national strategies and strategies involving other jurisdictions that relate to the crime detection and investigation function. May include strategies for:</p> <ul style="list-style-type: none"> <li>• illicit drugs</li> <li>• people trafficking and sexual slavery</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• correspondence</li> <li>• statistics</li> </ul>	<p>TEMPORARY Destroy after reference ceases</p>

<p><b>02.25.00</b></p>	<p><b>Surveillance (CRIME DETECTION AND INVESTIGATION)</b>                  The activities associated with the conduct of surveillance of targeted high risk areas for criminal activity as part of a program of crime prevention. Includes the surveillance of police watch house charge rooms.</p> <p><i>See PRIM ARY INDUSTRY AND MARINE RESOURCE PROTECTION – SURVEILLANCE for surveillance related to the protection of living marine resources.</i></p> <p><i>See STATE SECURITY – SURVEILLANCE for counter terrorism surveillance.</i></p>	
<p><b>02.25.01</b></p>	<p>Records documenting routine administration of the use of surveillance for detection of criminal activities.                  Records may include:</p> <ul style="list-style-type: none"> <li>• applications and approvals to conduct surveillance</li> <li>• applications for technical assistance</li> <li>• applications to court for warrants authorising installation, monitoring and retrieval of listening devices</li> <li>• applications to a magistrate for a warrant for telecommunications interception</li> <li>• applications to destroy restricted records</li> <li>• briefing notes</li> </ul> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p> <p><i>See 02.25.07 for telecommunications interception for crime detection</i></p> <p><i>See 08.17.01 for surveillance for the protection of the State's poppy crop.</i></p> <p><i>See 08.17.02 for surveillance for protection of living marine resources.</i></p> <p><i>See 09.26.01 for surveillance relating to state security issues</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed including legal action.</p>
<p><b>02.25.02</b></p>	<p>Daily activity reports of physical surveillance activities.</p> <p><i>See 09.26.01 for surveillance relating to state security issues.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed, including legal action</p>
<p><b>02.25.03</b></p>	<p>Surveillance recordings obtained from street cameras (CCTV) where no incident is identified.</p>	<p>TEMPORARY                  Destroy 6 months after date action completed</p>
<p><b>02.25.04</b></p>	<p>Surveillance recordings obtained from street cameras (CCTV) where there has been an identifiable incident that requires police investigation or action.</p> <p><i>See 01.23.01 for camera surveillance recordings</i></p>	<p>TEMPORARY                  Destroy 6 months after images copied for investigation file.</p>
<p><b>02.25.05</b></p>	<p>Surveillance recordings obtained from watch house charge room cameras where no incident is identified.</p> <p><i>See 01.23.01 for camera surveillance recordings</i></p> <p><i>See 02.05.02 for Charge Book register and online charging</i></p>	<p>TEMPORARY                  Destroy 6 months after images copied for investigation file</p>
<p><b>02.25.06</b></p>	<p>Surveillance recordings obtained from watch house charge room cameras where there has been an identifiable incident that requires police investigation or action.                  Includes confessions, denials and claims of police impropriety.</p> <p><i>See 02.05.02 for Charge Book register and online charging</i></p>	<p>TEMPORARY                  Destroy 6 months after images copied for investigation file.</p>

02.25.07	<p>Records of telecommunications interceptions obtained in accordance with the Telecommunications (Interception and Access) Act 1979 and relating to the function of crime detection and investigation.</p> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p> <p><i>See 02.25.01 for records relating to the use of surveillance for crime detection</i></p>	<p>TEMPORARY Destroy 7 years after date action completed, including legal action.</p>
02.26.00	<p><b>Warrant Processing (CRIME DETECTION AND INVESTIGATION)</b> The activities associated with the issue, maintenance, and execution of warrants. Includes the payment of related fines.</p> <p><i>See JUDICIAL SUPPORT SERVICES – WARRANT PROCESSING for the issue and maintenance of warrants, including general warrants.</i></p>	
02.26.01	<p>Records documenting the execution of warrants. Records may include:</p> <ul style="list-style-type: none"> <li>• Search warrants</li> <li>• Arrest warrants</li> <li>• Warrants of commitment</li> </ul> <p><i>See 05.12.02 for warrant processing – not related to crime investigation.</i></p>	<p>TEMPORARY Destroy 7 years after date action complete</p>
02.26.02	<p>Records documenting warrants where the warrant has not been executed.</p> <p><i>See 05.12.03 for general search warrants not executed</i></p>	<p>TEMPORARY Destroy after cancellation of warrant by court</p>
02.27.00	<p><b>Witness Protection (CRIME DETECTION AND INVESTIGATION)</b> The activities associated with providing support and protection of witnesses who are required to provide evidence of an event or crime in Court.</p> <p><i>See STATE SECURITY – PROTECTIVE SECURITY for the protection of VIPs and dignitaries, etc.</i></p> <p><i>See COMMITTEES for records of the Witness Protection Committee</i></p>	
02.27.01	<p>Records documenting administration and management of the Witness Protection Program.</p> <p><i>See 02.03.03 for crime detection and investigation committees making policy decisions.</i></p>	<p>PERMANENT</p>
02.27.02	<p>Records relating to individuals placed under the Witness Protection Program.</p>	<p>PERMANENT</p>

<p><b>03.00.00</b></p>	<p><b>EMERGENCY MANAGEMENT</b>                  The function of the planning for, responding to, and the coordination and control of emergencies, disasters (including natural disasters), high risk incidents and major events within the state of Tasmania. Includes the Police Service and State Emergency Service response to ensure public safety during major political, industrial, community and sporting activities. Also includes Tasmania Police Service and State Emergency Service response to aircraft, boating and railway accidents within Tasmania.</p> <p><i>See TRAFFIC MANAGEMENT for major road accidents</i></p> <p><i>See STATE SECURITY for the management of counter-terrorist activities.</i></p>	
<p><b>03.01.00</b></p>	<p><b>Accidents (EMERGENCY MANAGEMENT)</b>                  The activities involved in dealing with mishaps causing injury or damage.</p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY for all response to, and investigation of traffic accidents requiring police and emergency management attendance.</i></p> <p><i>See DA No. 2157 FLEET MANAGEMENT for accidents / incidents involving agency vehicles</i></p> <p><i>See DA No. 2157 OCCUPATIONAL HEALTH &amp; SAFETY for accidents involving employees, or the general public whilst on the organisations premises.</i></p>	
<p><b>03.01.01</b></p>	<p>Records documenting serious and fatal accidents other than traffic accidents responded to by Tasmania Police or State Emergency Service.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Incident reports</li> </ul> <p><i>See 03.05.01 for operational orders for incidents attended by police and emergency services.</i></p> <p><i>See 10.05.01 for fatal traffic accidents.</i></p>	<p>TEMPORARY                  Destroy 25 years after accident investigation completed</p>
<p><b>03.01.02</b></p>	<p>Records documenting accidents other than traffic accidents responded to by Tasmania Police or State Emergency Service that did not result in fatalities or serious injury. Records may include:</p> <ul style="list-style-type: none"> <li>• Incident reports</li> </ul> <p><i>See 10.05.01 for fatal traffic accidents.</i></p>	<p>TEMPORARY                  Destroy 10 years after date action completed.</p>
<p><b>03.02.00</b></p>	<p><b>Advice (EMERGENCY MANAGEMENT)</b>                  The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p><i>See DA No. 2157 GOVERNMENT RELATIONS - REPORTING where the organisation is responding to the Government's request for advice or comments.</i></p> <p><i>See LIASON for activities maintaining regular general contact between organisations, other jurisdictions and government agencies.</i></p>	
<p><b>03.02.01</b></p>	<p>Records documenting the receipt and provision of non-significant advice relating to emergency management that does not affect policy.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

03.02.02	<p>Records documenting the provision of significant advice to relevant organisations on significant emergency management issues and/or authoritative advice that affects policy.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul>	PERMANENT
03.03.00	<p><b>Arrangements (EMERGENCY MANAGEMENT)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. for emergency management volunteers. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space for the function of emergency management.</p> <p><i>See DA No. 2157 PERSONNEL for travel arrangements for employees</i></p>	
03.03.01	Records documenting arrangements for use of facilities and equipment during an emergency.	TEMPORARY Destroy 2 years after date action completed.
03.03.02	Records documenting arrangements for SES volunteers to undertake travel in relation to emergency management.	TEMPORARY Destroy 2 years after date action completed
03.04.00	<p><b>Audit (EMERGENCY MANAGEMENT)</b></p> <p>The activities associated with officially checking 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, operational audits, recordkeeping audits, skills audits, system audits, quality assurance audits and the audit of emergency management plans in accordance with relevant legislation.</p> <p><i>See COMPLIANCE for complying with standards and requirements.</i></p> <p><i>See DA No. 2135 - AUDIT for audit of compliance against Australian Quality Training Framework (AQTF)</i></p> <p><i>See DA No. 2157 - INSPECTIONS for examinations of equipment, items and facilities</i></p>	
03.04.01	<p>Records documenting audits relating to the emergency management function including audits for:</p> <ul style="list-style-type: none"> <li>• emergency plans due for review</li> <li>• tasks and responsibilities under the <i>Emergency Management Act 2006</i></li> </ul>	TEMPORARY Destroy 7 years after date action completed
03.05.00	<p><b>Briefings (EMERGENCY MANAGEMENT)</b></p> <p>The provision of operational police or State Emergency Service information or instructions, usually provided at meetings.</p> <p><i>See DEBRIEFINGS for the discussion and analysis of the results of an operation or incident.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole.</i></p>	
03.05.01	<p>Briefings and operational orders relating to day to day and routine incidents responded to by police and State Emergency Services personnel.</p> <p><i>See 03.01.01 for serious and fatal accidents other than traffic accidents.</i></p>	TEMPORARY Destroy 7 years after date action completed
03.05.02	<p>Briefings and Operational orders relating to states of alert, emergencies and disasters responded to by police and State Emergency Services personnel.</p> <p><i>See 03.09.02 for debriefings relating to states of alert, emergencies and disasters.</i></p>	TEMPORARY Destroy 25 years after date action completed



<p><b>03.06.00</b></p>	<p><b>Committees (EMERGENCY MANAGEMENT)</b>                  The activities associated with the management of committees and task forces in relation to the emergency management function. Includes the committee’s establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.   <i>See MEETINGS for forums and the meetings of individuals and groups that are not considered committees.</i>   <i>See LIAISON for regular general contact between the organisation and professional associations.</i></p>	
<p><b>03.06.01</b></p>	<p>Records of internal committees and external committees where the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>03.06.02</b></p>	<p>Records documenting emergency management committees where the agency does not have the administrative role.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>03.06.03</b></p>	<p>Records documenting the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY                  Destroy when reference ceases</p>
<p><b>03.06.04</b></p>	<p>Records of committees and task forces that make decisions on emergency management policy issues, where the agency has the administrative role or State obligation.                  Includes:</p> <ul style="list-style-type: none"> <li>• State Emergency Management Committee</li> <li>• Nuclear Powered Warship Visits Committee</li> </ul>	<p>PERMANENT</p>
<p><b>03.07.00</b></p>	<p><b>Compliance (EMERGENCY MANAGEMENT)</b>                  The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with emergency management legislation and with national and international standards.   <i>See AUDIT for the process of validating compliance against records.</i>   <i>See DA No. 2135 for compliance against Australian Quality Training Framework standards.</i></p>	
<p><b>03.07.01</b></p>	<p>Records documenting compliance with mandatory or optional accountability requirements including those in:</p> <ul style="list-style-type: none"> <li>• <i>Emergency Management Act 2006</i></li> <li>• Tasmania Police Manual</li> </ul> <p><i>See 01.09.01 for system inspections of police stations.</i></p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>

<p><b>03.08.00</b></p>	<p><b>Coronial Matters (EMERGENCY MANAGEMENT)</b>                  The investigation by inquest of any death which is not clearly due to natural causes. Includes all investigations, inquiries, inquests, etc., conducted by the Coroner in Tasmania or any Coroner of any other State or country.</p> <p><i>See CRIME DETECTION AND INVESTIGATION – CORONIAL MATTERS for deaths due to crime.</i></p> <p><i>See JUDICIAL SUPPORT SERVICES – CORONIAL MATTERS for administrative support provided to the Coroner.</i></p>	
<p><b>03.08.01</b></p>	<p>Agency copies of records relating to deaths due to disasters, emergencies or traffic accidents that are investigated by the Coroner. Includes disaster victim identification.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• operation reports</li> <li>• situation reports</li> <li>• duty officer logs</li> </ul> <p><i>See 02.04.01 for coronial records – deaths due to criminal activities.</i></p> <p><i>See 05.03.01 for records sent to Coroner – suicides or deaths proved to be due to natural causes.</i></p>	<p>TEMPORARY                  Destroy 3 years after action completed, including legal action.</p>
<p><b>03.09.00</b></p>	<p><b>Debriefings (EMERGENCY MANAGEMENT)</b>                  Discussion and analysis of the results of an emergency management operation or incident.</p> <p><i>See BRIEFINGS for the provision of operational police and emergency management information of instructions.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.</i></p>	
<p><b>03.09.01</b></p>	<p>Operational debriefs relating to routine and single unit response incidents responded to by police or State Emergency Services officers.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>03.09.02</b></p>	<p>Operational debriefs relating to multi-unit response, states of alert, emergencies and disasters responded to by police and State Emergency Services officers.</p> <p><i>See 03.05.02 for briefings and operational orders relating to states of alert, emergencies and disasters.</i></p>	<p>TEMPORARY                  Destroy 25 years after date action completed.</p>
<p><b>03.10.00</b></p>	<p><b>Evaluation (EMERGENCY MANAGEMENT)</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><b>03.10.01</b></p>	<p>Records documenting the evaluation of services and equipment and the development and issue of specifications for specialised equipment.</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>03.11.00</b></p>	<p><b>Grant Administration (EMERGENCY MANAGEMENT)</b>                  The activities associated with the administration of grants to external organisations and individuals.</p> <p><i>See GRANT FUNDING for the application for and receipt of grants by the agency.</i></p>	
<p><b>03.11.01</b></p>	<p>Records relating to the administration of grants to external organisations for emergency management activities.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

<p><b>03.12.00</b></p>	<p><b>Grant Funding (EMERGENCY MANAGEMENT)</b>                  The activities associated with the application for and receipt of grants for the function of emergency management.   <i>See GRANT ADMINISTRATION for the administration of grants to external organisations and individuals.</i></p>	
<p><b>03.12.01</b></p>	<p>Records relating to the receipt of grant funds for emergency management purposes and the administration of funds.;</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>
<p><b>03.13.00</b></p>	<p><b>High Risk Incidents (EMERGENCY MANAGEMENT)</b>                  The activity associated with the attendance of police at incidents where a high risk of sustaining injury or death exists, or where the level of possible danger cannot be addressed by the negotiation, resolution or physical skills possessed by non-specialised police officers. The resolution of high risk incidents may require the attendance of specially trained personnel such as members of the Special Operations Group (SOG), police negotiators, etc. Includes sieges and hostage situations, riots, recovery of escapee offenders, extortions, etc.   <i>See STATE SECURITY - SPECIALIST RESPONSE for the activities associated with the response to terrorist incidents.</i>   <i>See COMMUNITY POLICING - INCIDENTS for all other incidents at which Tasmania Police attendance is required.</i>   <i>See SEARCH AND RESCUE for large scale land and sea search and rescue operations.</i></p>	
<p><b>03.13.01</b></p>	<p>Records documenting the activities associated with the multi-unit response of police and state emergency officers to high risk incidents that involve the attendance of special units or specially trained personnel. Includes sieges, riots and hostage situations.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• Correspondence</li> </ul> <p><i>See 03.13.02 for response to high risk incidents, involving special units</i></p>	<p>PERMANENT</p>
<p><b>03.13.02</b></p>	<p>Records documenting the activities associated with the single unit response of police and state emergency officers to high risk incidents that involve the attendance of a special unit or specially trained personnel. This may include incidents such as threatened or attempted suicide or the execution of warrants.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• Correspondence</li> </ul> <p><i>See 03.13.01 for multi-unit response of police and SES officers to high risk incidents involving special units</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>03.13.03</b></p>	<p>Records documenting the activities associated with the response of police and emergency management officers to high risk incidents that involve single unit response, do not involve attendance of special units or specially trained personnel.                  Records may include:\</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• Correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>

<p><b>03.14.00</b></p>	<p><b>Honours (EMERGENCY MANAGEMENT)</b>  Awards conferred upon persons as a token of respect, distinction or in recognition of outstanding achievement. May include honours awarded to members of the public for acts of bravery or for assistance rendered to police officers in the performance of their duty.</p> <p><i>See POLICE PERSONNEL - HONOURS for awards to police officers.</i></p> <p><i>See EMERGENCY MANGEMENT - HONOURS for awards to unsworn members</i></p> <p>{<i>See DA No. 2157 PERSONNEL for administrative arrangements relating to ceremonies</i> } arranged for the presentation of honours.</p>	
<p><b>03.14.01</b></p>	<p>Records documenting the conferring of awards (honours) on individual employees and staff teams in recognition of achievements.</p> <p>Copies of citations and supporting documentation should be placed on the personal files of employees.</p> <p><i>See 07.13.03 for commendations and awards to Tasmania Police</i></p>	<p><b>TEMPORARY</b>  Destroy 7 years after date action completed</p>
<p><b>03.15.00</b></p>	<p><b>Joint Ventures (EMERGENCY MANAGEMENT)</b>  The activities involved in managing joint emergency management operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See ADVICE for formal advisings.</i></p> <p><i>See LIAISON for other collaboration between organisations that are not considered joint ventures.</i></p> <p><i>See OPERATIONS for joint emergency management operations</i></p>	
<p><b>03.15.01</b></p>	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the emergency management function. Includes the establishment, maintenance and review of agreements and contracts.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding (MOU)</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• final report</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>  Destroy 7 years after completion or termination of agreement or contract</p>
<p><b>03.15.02</b></p>	<p>Records documenting the negotiation and planning of joint ventures that do not proceed.</p>	<p><b>TEMPORARY</b>  Destroy 7 years after date action completed.</p>

<p><b>03.16.00</b></p>	<p><b>Liaison (EMERGENCY MANAGEMENT)</b>                  The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See DA No. 2157 - GOVERNMENT RELATIONS for relationships with Government agencies.</i></p> <p><i>See ADVICE for formal advisings.</i></p> <p><i>See JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p> <p><i>See COMMITTEES or MEETINGS for liaison through committees or meetings.</i></p>	
<p>03.16.01</p>	<p>Records documenting liaison activities relating to the emergency management function. Includes exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation.</p>	<p>TEMPORARY                  Destroy 7 years after action completed</p>
<p><b>03.17.00</b></p>	<p><b>Major Event Planning (EMERGENCY MANAGEMENT)</b>                  The activities involved with planning of disaster control measures, crowd control and the security of major events, e.g. street marches, sporting events. Festivals, demonstrations or Convention Centre functions, etc.</p> <p><i>See PLANNING for the development and revision of emergency management plans.</i></p>	
<p>03.17.01</p>	<p>Records of documenting the planning of public events, activities and non-emergency community assistance by police and state emergency personnel. Includes crowd control, risk assessment, security, communications for special events, provision of escort services and permit approvals.</p> <p><i>See 01.15.01 for permit approvals for community events.</i></p>	<p>TEMPORARY                  Destroy 2 years after expiry of permit</p>
<p><b>03.18.00</b></p>	<p><b>Meetings (EMERGENCY MANAGEMENT)</b>                  The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p><i>See COMMITTEES for the meetings of committees and task forces.</i></p> <p><i>See BRIEFINGS for the provision of operational police information.</i></p> <p><i>See DEBRIEFINGS for the discussion and analysis of police operations or incidents.</i></p> <p><i>See LIASON for regular general contact between the organisation and professional associations, the activities associated with gatherings including public meetings and forums held to formulate, discuss, update, or resolve issues and matters pertaining to the function of emergency management. Includes arrangements, agenda, taking of minutes etc.</i></p>	
<p>03.18.01</p>	<p>Minutes, agenda and supporting documentation relating to meetings associated with the emergency management function. Includes public meetings and forums.</p>	<p>TEMPORARY                  Destroy 7 years after action completed.</p>

<p><b>03.19.00</b></p>	<p><b>Operations (EMERGENCY MANAGEMENT)</b>                  The activities associated with the organisation of emergency management operational activities, including those which cross functional and/or regional boundaries. Includes joint operations, road safety enforcement operations.</p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - OPERATIONS for operations targeting road safety.</i></p> <p><i>See STATE SECURITY - OPERATIONS for counter terrorism operations.</i></p> <p><i>See JOINT VENTURES for partnerships between Tasmania Police and external organisations.</i></p>	
<p>03.19.01</p>	<p>Records relating to the planning, implementation and outcomes of emergency management operations such as road crash rescue operations. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• operation orders</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>03.20.00</b></p>	<p><b>Planning (EMERGENCY MANAGEMENT)</b>                  The process of formulating ways in which objectives can be achieved for emergency management. Includes determination of services, needs and solutions to those needs.</p> <p><i>See DA No. 2157 STRATEGIC MANAGEMENT for overall planning to achieve corporate objectives.</i></p> <p><i>See MAJOR EVENT PLANNING for the management of public events, activities and non-emergency community assistance.</i></p>	
<p>03.20.01</p>	<p>Master copies of State and Special Emergency Management and Disaster Recovery plans prepared by the agency.</p> <p><i>See 03.26.01 for risk management identification and assessment</i></p>	<p>PERMANENT</p>
<p>03.20.02</p>	<p>Final versions of regional and municipal emergency management plans.</p>	<p>TEMPORARY                  Destroy 2 years after superseded.</p>
<p>03.20.03</p>	<p>Records documenting the administration of the planning process and the development and revision of emergency management plans, including copies of plans which were not approved.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>03.20.04</p>	<p>Copies of emergency management and disaster recovery plans prepared by other agencies or organisations.</p> <p><i>See 09.23.02 for security of infrastructure, systems and premises.</i></p>	<p>TEMPORARY                  Destroy when superseded</p>
<p><b>03.21.00</b></p>	<p><b>Policy (EMERGENCY MANAGEMENT)</b>                  The activities associated with developing and establishing decisions, directions and precedents for emergencies which act as a reference for future decision making, as the basis from which the organisation's emergency management operating procedures are determined.</p> <p>The activities associated with developing and establishing decisions, directions and precedents for emergencies which act as a reference for future decision making, as the basis from which the organisation's emergency management operating procedures are determined.</p>	
<p>03.21.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the emergency management function.</p>	<p>PERMANENT</p>

<b>03.22.00</b>	<b>Procedures (EMERGENCY MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
03.22.01	Final versions of agency manuals and instructions relating to the emergency management function.	PERMANENT
03.22.02	Records documenting the development of agency procedures, manuals and instructions for emergency management. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	TEMPORARY Destroy 7 years after date action completed
03.22.03	Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.	TEMPORARY Destroy 2 years after action completed.
<b>03.23.00</b>	<b>Projects (EMERGENCY MANAGEMENT)</b> The process of bringing about change to the function of emergency management by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.	
03.23.01	Formal documentation for the management of significant agency projects relating to the emergency management function. Significant projects include national projects and projects involving other jurisdictions. Records may include: <ul style="list-style-type: none"> <li>• project proposal / plan</li> <li>• project business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• briefing notes</li> </ul>	PERMANENT
03.23.02	Formal documentation for the management of agency projects that are not considered significant. These include regional or local community projects and projects that do not affect policy. Records may include: <ul style="list-style-type: none"> <li>• project proposal / plan</li> <li>• project business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• briefing notes</li> </ul>	TEMPORARY Destroy 7 years after project closure.
<b>03.24.00</b>	<b>Reporting (EMERGENCY 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.	
03.24.01	Reports of incidents, emergencies, states of alert and disasters resulting in a change in policy or procedures.	PERMANENT

03.24.02	<p>Reports of incidents, emergencies, states of alert and disasters which do not change policy or procedures. Records may include:</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• situation reports</li> </ul>	<p>TEMPORARY Destroy 10 years after action completed.</p>
03.24.03	<p>Copies of reports reviewing incidents, emergencies and disasters prepared by other agencies or organisations.</p>	<p>TEMPORARY Destroy when references cease.</p>
03.24.04	<p>Statistical information relating to State and Emergency Services National Performance Indicators</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
03.24.05	<p>Helicopter usage reports.  <i>See 03.27.01 for police helicopter flying hours and use for search and rescue.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
<b>03.25.00</b>	<p><b>Research (EMERGENCY 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.  <i>See POLICY for research into the formulation of policy.</i></p>	
03.25.01	<p>Final reports and summaries of significant research carried out that affects policy to support the emergency management function including research material which is considered necessary to substantiate research.  <i>See 03.25.02 for final reports of non-significant research for emergency management function.</i></p>	<p>PERMANENT</p>
03.25.02	<p>Final reports and summaries of non-significant research carried out that does not affect policy to support the emergency management function including research material which is considered necessary to substantiate research.  <i>See 03.25.01 for final reports of significant research for emergency management function.</i></p>	<p>TEMPORARY Destroy after date action completed</p>
03.25.03	<p>Drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>



<p><b>03.26.00</b></p>	<p><b>Risk Management (EMERGENCY 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 emergency management incident or operation.</p>	
<p><b>03.26.01</b></p>	<p>Records documenting identification and assessment of risks to persons, property, agriculture or industry.                  Risks may include:</p> <ul style="list-style-type: none"> <li>• visits by nuclear powered warships to Tasmanian ports.</li> <li>• exotic animal diseases</li> <li>• diseases affecting humans</li> <li>• identification of hazards on land or off shore</li> <li>• hazardous materials and chemicals</li> <li>• radiation monitoring</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• briefing notes</li> <li>• correspondence</li> <li>• research papers</li> </ul> <p><i>See 03.20.01 for master copies of emergency and disaster recovery plans prepared by agency.</i></p>	<p>TEMPORARY                  Destroy 10 years after date action completed.</p>
<p><b>03.27.00</b></p>	<p><b>Search and Rescue (EMERGENCY MANAGEMENT)</b>                  The activities associated with the coordination of land/sea search and rescue operations throughout Tasmania. Includes searches where volunteers are utilised.</p> <p><i>See COMMUNITY POLICING - SEARCH AND RESCUE for small scale searches</i></p> <p><i>See HIGH RISK INCIDENTS - for attendance at incidents where a high risk of injury or death exists.</i></p>	
<p><b>03.27.01</b></p>	<p>Records documenting flying hours and use of the rescue helicopter for search and rescue activity.</p> <p><i>See 03.24.05 for helicopter usage reports.</i></p> <p><i>See 08.10.01 for patrols for marine resource protection.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>03.27.02</b></p>	<p>Records documenting large scale marine or land based search and rescue operations carried out by Tasmania Police and State Emergency Services.</p> <p><i>See 01.22.01 for small scale rescue operations.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<p><b>03.28.00</b></p>	<p><b>Training Delivery (EMERGENCY MANAGEMENT)</b>                  The processes involved in the delivery of emergency management training to external clients and agency personnel.</p> <p><i>See DA No. 2157 STAFF DEVELOPMENT for non-emergency management training attended and delivered by state service personnel</i></p> <p><i>See DA No. 2135 for training carried out by State Emergency Service as a Registered Training Organisation (RTO)</i></p> <p><i>See POLICE PERSONNEL - SPECIALIST TRAINING for the provision of specialist operational training to sworn members.</i></p>	
<p><b>03.28.01</b></p>	<p>Records documenting content and attendance for training conducted by agency personnel. Training includes emergency management procedures and training for critical incident stress management.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• training plans</li> <li>• lists of attendees</li> </ul> <p><i>See 03.28.02 for administrative arrangements for training programs.</i></p> <p><i>See 07.26.01 for final versions of syllabus, curriculum documentation and promotional criteria.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>03.28.02</b></p>	<p>Records documenting administrative arrangements for training programs.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• registration forms</li> <li>• applications for attendance</li> <li>• confirmations</li> <li>• evaluations</li> </ul> <p><i>See 03.28.01 for emergency management training by agency personnel</i></p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>03.29.00</b></p>	<p><b>Victim Support (EMERGENCY MANAGEMENT)</b>                  The activities involved in the provision of police assistance to victims of emergencies. Assistance may include contacting family and relatives, etc.</p> <p><i>See COMMUNITY POLICING – VICTIM SUPPORT for assistance to victims of crime.</i></p>	
<p><b>03.29.01</b></p>	<p>Records relating to the provision of Critical Incident Stress Management (CISM) services to emergency services personnel, including volunteers, permanent employees and their families following an emergency, disaster or critical incident.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• incident reports</li> <li>• defuse reports</li> <li>• work-up questionnaires</li> <li>• de-brief report</li> <li>• follow-up report</li> <li>• evaluation report</li> <li>• copies of referral forms</li> </ul>	<p>TEMPORARY                  Destroy 7 years after the employee reaches 75 years of age or 7 years after separation whichever the latter.</p>
<p><b>03.29.02</b></p>	<p>Register of referrals to the Department of Health and Human Services (DHHS).</p>	<p>TEMPORARY                  Destroy 7 years after date of last entry.</p>

<p><b>04.00.00</b></p>	<p><b>FORENSIC SERVICES</b>                  The function of the scientific/medical examination of physical evidence to assist in legal and/or criminal investigations. Includes the collection of forensic material at crime scenes, identification and isolation of evidence from items submitted, analysis, results interpretation, reporting, and consultation. Typically this examination includes the analyses of DNA, fingerprints, photographs, ballistics, document examinations, scenes of crime, etc.   <i>See the Forensic Procedures Act 2000 for the disposal of forensic material</i></p>
<p><b>04.01.00</b></p>	<p><b>Alcohol &amp; Drug Analysis (FORENSIC SERVICES)</b>                  The activities associated with the collection and analysis of samples of breath and/or blood to determine the presence and levels of alcohol and/or drugs.   <i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - ALCOHOL AND DRUG ANALYSIS for the collection and analysis of breath and/or blood samples for the presence of alcohol and/or drugs in relation to driving offences.</i>   <i>See SCIENTIFIC EXAMINATION for the analysis of all other forensic material.</i></p>
<p><b>04.01.01</b></p>	<p>Records of Breath Analysis testing and blood alcohol readings of suspects and offenders.   <i>See 10.01.02 for breath analysis and blood readings DUI.</i></p> <p style="text-align: right;"><b>TEMPORARY</b>                  Destroy 7 years after date action completed including legal action.</p>
<p><b>04.02.00</b></p>	<p><b>Committees (FORENSIC SERVICES)</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.   <i>See MEETINGS for forums and the meetings of individuals and groups that are not considered committees.</i></p>
<p><b>04.02.01</b></p>	<p>Records of internal and external committees where the agency has the administrative role. Includes DNA Management Group.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p style="text-align: right;"><b>TEMPORARY</b>                  Destroy 7 years after date action completed.</p>
<p><b>04.02.02</b></p>	<p>Records documenting external committees where the agency does not have the administrative role.</p> <p style="text-align: right;"><b>TEMPORARY</b>                  Destroy 2 years after date action completed.</p>
<p><b>04.02.03</b></p>	<p>Records documenting the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul> <p style="text-align: right;"><b>TEMPORARY</b>                  Destroy after reference ceases.</p>

<p><b>04.03.00</b></p>	<p><b>Control (FORENSIC SERVICES)</b>                  The activities associated with creating, maintaining and evaluating control mechanisms for forensic services. Includes classification, indexing, registration, forms design etc., to ensure maximum control.</p>	
<p>04.03.01</p>	<p>Master control records for the management of forensic exhibits. Records may include the forensic procedures register.</p> <p><i>See 06.04.02 for DNA profile records in database</i></p>	<p>PERMANENT</p>
<p>04.03.02</p>	<p>Records documenting the receipt and dispatch of forensic exhibits. Records may include:</p> <ul style="list-style-type: none"> <li>• transmission registers</li> <li>• job cards</li> <li>• daily logs</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>04.04.00</b></p>	<p><b>Disposal (FORENSIC SERVICES)</b>                  The process of disposing of forensic material no longer required by the organisation in accordance with the provisions of the Forensic Procedures Act 2000.</p> <p><i>See EVIDENCE GATHERING for collection of forensic material at a crime scene and from suspects, offenders etc., for the purposes of forensic examination.</i></p> <p><i>See the Forensic Procedures Act 2000 for the disposal of forensic material</i></p>	
<p>04.04.01</p>	<p>Records documenting the disposal of forensic material in accordance with the provisions of the <i>Forensic Procedures Act 2000</i>. This includes the disposal of:</p> <ul style="list-style-type: none"> <li>• fingerprints</li> <li>• photographs</li> <li>• DNA samples</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• destruction advice form</li> <li>• application for a magistrate for retention</li> <li>• requests for destruction</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<b>04.05.00</b>	<p><b>Evidence Gathering (FORENSIC SERVICES)</b></p> <p>The activities associated with the collection of forensic material at a crime scene and from suspects, offenders etc., for the purposes of forensic examination. Includes fingerprinting, photography, electronic recording and the collection of DNA samples.</p> <p><i>See TRAFFIC MANAGEMENT AND ROAD SAFETY - ALCOHOL AND DRUG ANALYSIS for the collection and analysis of breath and/or blood samples for the presence of alcohol and/or drugs in relation to driving offences.</i></p> <p><i>See DISPOSAL for the disposal of forensic material in accordance with the provisions of the Forensic Procedures Act 2000.</i></p>	
<b>04.05.01</b>	<p>Records documenting collection of forensic material for examination. Includes collection by:</p> <ul style="list-style-type: none"> <li>• Heath professionals</li> <li>• -Forensic Science Service Tasmania (FSST) personnel</li> <li>• -police officers</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• -orders</li> <li>• -applications</li> <li>• -correspondence</li> <li>• -Person Sample Information Forms (PSIF)</li> <li>• -informed consent to forensic procedure on a suspect or charge person</li> <li>• -DNA registers held at police stations</li> </ul> <p><i>See 02.09.25 for master sets of finger prints</i></p>	<p>TEMPORARY Destroy 7 years after date of last action</p>
<b>04.05.02</b>	<p>Records documenting forensic material obtained from volunteers. This may be a person who is not a victim of crime or suspect and volunteers to have their DNA tested – e.g., blood relative of missing persons or police officers for elimination purposes.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• informed consent to forensic procedure on a volunteer</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after destruction of forensic material.</p>
<b>04.05.03</b>	<p>Records documenting authorisation of approved persons by the Commissioner of Police for those persons to carry out certain forensic procedures.</p>	<p>TEMPORARY Destroy 7 years after approval revoked</p>
<b>04.06.00</b>	<p><b>Meetings (FORENSIC SERVICES)</b></p> <p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.</p> <p><i>See COMMITTEES for the meetings of committees and task forces.</i></p>	
<b>04.06.01</b>	<p>Minutes, agenda and supporting documentation relating to meetings associated with the forensic services function.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>

<b>04.07.00</b>	<b>Planning (FORENSIC SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 for overall planning to achieve corporate objectives.</i>	
04.07.01	Final versions of plans relating to the function of forensic services.	PERMANENT
04.07.02	Records documenting the administration of the planning process including copies of plans which were not approved. Records may include: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to deal with incidents/issues</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>04.08.00</b>	<b>Policy (FORENSIC SERVICES)</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.	
04.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents for the forensic services function.	PERMANENT
<b>04.09.00</b>	<b>Procedures (FORENSIC SERVICES)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
04.09.01	Final versions of agency manuals and instructions relating to the Forensic Services function.	PERMANENT
04.09.02	Records documenting the development of agency procedures manuals and instructions for forensic services. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	TEMPORARY Destroy 7 years after date action completed
04.09.03	Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures and instructions.	TEMPORARY Destroy 2 years after date action completed
04.09.04	Records relating to the maintenance, testing and calibration of scientific equipment including alcohol/drug devices. Records may include: <ul style="list-style-type: none"> <li>• Certificates of accuracy.</li> </ul> <i>See DA No. 2157 EQUIPMENT AND STORES for the establishment of agreements in relation to the maintenance and calibration of equipment.</i>  <i>See 10.15.04 for the maintenance and calibration of speed measurement devices</i>	TEMPORARY Destroy after date action completed.

<b>04.10.00</b>	<p><b>Projects (FORENSIC SERVICES)</b></p> <p>The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation’s business strategy or relate directly to policies and initiatives.</p>	
04.10.01	<p>Records documenting the management of significant agency projects relating to the forensic services function. This includes national projects involving other jurisdictions and projects that affect policy.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• project business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• briefing notes</li> </ul>	PERMANENT
04.10.02	Records documenting the management of agency projects on forensic services not described in 04.10.01.	TEMPORARY Destroy 7 years after project closure.
<b>04.11.00</b>	<p><b>Reporting (FORENSIC SERVICES)</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 by forensic services operations. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See CRIME DETECTION AND INVESTIGATION - INVESTIGATION for the investigation and solving of offences and crimes.</i></p>	
04.11.01	<p>Records documenting reporting relating to forensic services issues.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• results of forensic services trials</li> <li>• reports to Corporate Management Group</li> <li>• statistics.</li> </ul> <p><i>See 04.11.02 for expert scientific evidence including court reports</i></p>	TEMPORARY Destroy 7 years after date action completed
04.11.02	<p>Records documenting the provision of expert scientific evidence by agency personnel including court reports.</p> <p><i>See 04.11.01 for reports on the forensic services function</i></p> <p><i>See 05.03.01 for records sent to Coroner – suicides or deaths proved to be due to natural causes.</i></p> <p><i>See 05.10.01 for prosecution records major</i></p> <p><i>See 05.10.02 for prosecution case records for significant criminal investigations</i></p> <p><i>See 05.10.03 for prosecution case records for non-significant crimes</i></p> <p><i>See 05.10.04 for prosecution cases minor crimes.</i></p>	TEMPORARY Destroy 7 years after date action completed including legal action.
04.11.03	Reports of scientific examination provided to the agency by forensic experts from external organisations or other jurisdictions.	TEMPORARY Destroy 7 years after date action completed.

<p><b>04.12.00</b></p>	<p><b>Research (FORENSIC SERVICES)</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.   <i>See POLICY for research into the formulation of policy.</i></p>	
<p>04.12.01</p>	<p>Final reports and summaries of significant research that affects policy carried out to support the forensic services function, including research material to substantiate findings.</p>	<p>PERMANENT</p>
<p>04.12.02</p>	<p>Final reports and summaries of non-significant research that does not affect policy carried out to support the forensic services function including research material to substantiate findings.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p>04.12.03</p>	<p>Drafts, working papers and material collected that is referenced in the research reports but which is not considered necessary to substantiate research findings or is not important for future research.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>04.13.00</b></p>	<p><b>Scientific Examination (FORENSIC SERVICES)</b>                  The activities associated with the scientific analyses of a number of categories of physical evidence. Also includes scientific examination of material on behalf of external clients.   <i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major, significant, non-significant and minor crimes.</i></p>	
<p>04.13.01</p>	<p>Records documenting DNA testing where a DNA profile from the case was entered onto the National Criminal Investigation DNA Database. Records include case files.   <i>See 04.13.02 for forensic case records examining biological or chemical evidence for major crime</i>   <i>See 04.13.04 for biological or chemical examination for non-significant crimes</i>   <i>See 04.13.07 for files where no DNA matches were reported or uploaded to the Tasmanian DNA database</i></p>	<p>TEMPORARY                  Destroy 99 years after date action completed</p>



<p><b>04.13.02</b></p>	<p>Records documenting biological or chemical examination of evidence from major criminal investigations and incidents, including missing persons investigations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• forensic chemistry files</li> <li>• forensic biology files where a DNA profile was uploaded onto the DNA database or where a DNA match was reported</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• case files</li> </ul> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</u></p> <p><u>See 04.13.01 for records of DNA profile entered onto the National Criminal Investigation DNA Database</u></p> <p><u>See 04.13.03 for forensic case records examining biological or chemical evidence of significant crimes</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes</u></p> <p><u>See 04.13.05 for forensic case records examining biological or chemical evidence for minor crime</u></p>	<p>PERMANENT</p>
<p><b>04.13.03</b></p>	<p>Records documenting biological or chemical examination of evidence from significant crimes and incidents.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</u></p> <p><u>See 02.09.02 for significant criminal investigations - solved</u></p> <p><u>See 04.13.02 for forensic case records examining biological or chemical evidence for major crime</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes</u></p> <p><u>See 04.13.05 for forensic case records examining biological or chemical evidence for minor crime</u></p> <p><u>See 04.13.06 for forensic case records that include person reference DNA sample</u></p>	<p>TEMPORARY  Destroy 99 years after date action completed</p>

<p><b>04.13.04</b></p>	<p>Records documenting biological or chemical examination of evidence relating to non-significant crimes and incidents.</p> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of non-significant crimes.</u></p> <p><u>See 02.09.03 for crimes classed as non-significant - solved</u></p> <p><u>See 04.13.01 for records of DNA profile entered onto the National Criminal Investigation DNA Database</u></p> <p><u>See 04.13.02 for forensic case records examining biological or chemical evidence for major crime</u></p> <p><u>See 04.13.03 for forensic case records examining biological or chemical evidence of significant crimes</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes.</u></p> <p><u>See 04.13.05 for forensic case records examining biological or chemical evidence for minor crime.</u></p> <p><u>See 04.13.06 for forensic case records that include person reference DNA sample</u></p>	<p>TEMPORARY Destroy 30 years after date action completed</p>
<p><b>04.13.05</b></p>	<p>Records documenting biological or chemical examination of evidence from minor crimes and incidents including:</p> <ul style="list-style-type: none"> <li>• property crime</li> <li>• blood alcohol and drug testing in relation to traffic offences</li> <li>• calibration of breath analysis equipment</li> <li>• drink pattern opinions</li> </ul> <p><u>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</u></p> <p><u>See 04.13.02 for forensic case records examining biological or chemical evidence for major crime</u></p> <p><u>See 04.13.03 for forensic case records examining biological or chemical evidence of significant crimes</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes</u> <u>See 04.13.06 for forensic case records that include person reference DNA sample</u></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p><b>04.13.06</b></p>	<p>Case files that include a person reference DNA sample in the scientific examination results.</p> <p><u>See 04.13.03 for forensic case records examining biological or chemical evidence of significant crimes</u></p> <p><u>See 04.13.04 for biological or chemical examination for non-significant crimes</u></p> <p><u>See 04.13.05 for forensic case records examining biological or chemical evidence for minor crime</u></p> <p><u>See 04.13.07 for files where no DNA matches were reported or uploaded to the Tasmanian DNA database</u></p>	<p>TEMPORARY Destroy 99 years after date action completed</p>

<p>04.13.07</p>	<p>Case files documenting biological examination and DNA analysis of evidence from minor crimes and incidents where no DNA profile was uploaded onto the Tasmanian DNA database and no DNA matches were reported.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</i></p> <p><i>See 04.13.01 for records of DNA profile entered onto the National Criminal Investigation DNA Database.</i></p> <p><i>See 04.13.06 for forensic case records that include person reference DNA sample.</i></p>	<p>TEMPORARY Destroy 3 years after date action completed</p>
<p>04.13.08</p>	<p>Batch records for the analysis and testing of evidence samples and proficiency test records. Records may include:</p> <ul style="list-style-type: none"> <li>• batch summary reports</li> <li>• intelligence match reports</li> <li>• list of samples</li> <li>• item identifiers</li> </ul> <p><i>See 02.08.01 for intelligence gathering on criminal activities</i></p>	<p>TEMPORARY Destroy 7 years after testing.</p>
<p>04.13.09</p>	<p>Records documenting arrangements for scientific examination for other jurisdictions, external clients and government agencies. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<p>04.13.10</p>	<p>Records of requests to consultants by Tasmania Police for forensic tests or assistance. Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• handwriting tests</li> <li>• infra-red tests</li> <li>• typewriter tests</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>

<p><b>05.00.00</b></p>	<p><b>JUDICIAL SUPPORT SERVICES</b>                  The function of providing policing services in support of the criminal justice system. Includes the documentation and presentation of evidence in court, investigative and administrative services on behalf of the Coroner, enhanced cautioning and community conferencing and the provision of process serving.</p>	
<p><b>05.01.00</b></p>	<p><b>Advice (JUDICIAL SUPPORT SERVICES)</b>                  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>05.01.01</b></p>	<p>Records documenting the receipt and provision of advice relating to judicial support services.   <i>See DA No. 2157 – LEGAL SERVICES for the provision of legal advice</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>05.02.00</b></p>	<p><b>Community Conferencing (JUDICIAL SUPPORT SERVICES)</b>                  The processes involved in mediation facilitated by Tasmania Police when dealing with ‘at risk’ groups in order to reach agreement between the two parties (i.e. offender and victim) after an offence has been committed.</p>	
<p><b>05.02.01</b></p>	<p>Case records of juveniles undertaking community conferencing.                  Records may include:</p> <ul style="list-style-type: none"> <li>• youth justice reports</li> <li>• recommendations for community conferencing</li> <li>• briefing notes</li> <li>• correspondence</li> </ul> <p><i>See 02.09.09 for minor crime where cautioned</i></p>	<p>TEMPORARY                  Destroy when the client reaches 25 years of age</p>
<p><b>05.02.02</b></p>	<p>Case records of people undergoing drug cautioning and diversion.                  Records may include:</p> <ul style="list-style-type: none"> <li>• youth justice reports</li> <li>• drug caution/diversion notice</li> <li>• recommendations for community conferencing</li> <li>• briefing notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed, or in the case of minors, when they reach the age of 25 years whichever is the later</p>
<p><b>05.03.00</b></p>	<p><b>Coronial Matters (JUDICIAL SUPPORT SERVICES)</b>                  The investigation by inquest of any death which is not clearly due to natural causes. Includes all investigations, inquiries, inquests, etc. conducted by the Coroner in Tasmania or any Coroner of any other State or country.   <i>See CRIME DETECTION AND INVESTIGATION - CORONIAL MATTERS for deaths due to crime.</i>   <i>See EMERGENCY MANAGEMENT - CORONIAL MATTERS for deaths from disasters, emergencies or traffic accidents.</i></p>	
<p><b>05.03.01</b></p>	<p>Agency copies of records forwarded to the Coroner’s office relating to deaths due to suicide or natural causes.                  Records may include:</p> <ul style="list-style-type: none"> <li>• report of death form</li> <li>• briefing notes</li> <li>• submission of reports</li> <li>• correspondence.</li> </ul> <p><i>See 02.04.01 for coronial records – deaths due to criminal activities</i>   <i>See 03.08.01 for coronial records - deaths due to disasters, emergencies or traffic accidents</i>   <i>See 04.11.02 for expert scientific evidence including court reports</i></p>	<p>TEMPORARY                  Destroy 3 years after date action completed, including legal action</p>

05.03.02	Administrative records relating to investigations carried out on behalf of the coroner and the preparation of case files for the coroner.	TEMPORARY Destroy when reference ceases.
05.04.00	<p><b>Joint Ventures (JUDICIAL SUPPORT SERVICES)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See ADVICE for formal advisings</i></p> <p><i>See LIAISON for other collaboration between organisations that are not considered joint ventures</i></p>	
05.04.01	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the judicial support services function. Includes the establishment, maintenance and review of agreements and contracts.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• Memoranda of understanding</li> <li>• Memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after completion or termination of agreement or contract.
05.05.00	<p><b>Liaison (JUDICIAL SUPPORT SERVICES)</b> The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See DA No. 2157 - GOVERNMENT RELATIONS for relationships with Government agencies.</i></p> <p><i>See ADVICE for formal advisings.</i></p> <p><i>See JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p>	
05.05.01	Records documenting liaison activities with the DPP office, courts and defence counsel and other jurisdictions relating to the judicial support services function. Includes the service of summons and subpoenas, exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation.	TEMPORARY Destroy 7 years after date action completed.
05.06.00	<p><b>Planning (JUDICIAL SUPPORT SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See DA No. 2157 – STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
05.06.01	<p>Records documenting the administration of the planning process including copies of plans which were not approved.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to deal with incidents/issues.</li> </ul>	TEMPORARY Destroy 7 years after the plan is superseded
05.06.02	Final versions of plans relating to the judicial support function.	PERMANENT

<b>05.07.00</b>	<b>Policy (JUDICIAL SUPPORT SERVICES)</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.	
05.07.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents for the Judicial Support function.	PERMANENT
<b>05.08.00</b>	<b>Procedures (JUDICIAL SUPPORT SERVICES)</b> Standard methods of operating laid down by an organisation according to formulated policy	
05.08.01	Final versions of agency manuals and instructions relating to the judicial support services function.	PERMANENT
05.08.02	Records documenting the development of agency procedures and versions of agency manuals and instructions relating to the judicial support services function. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	TEMPORARY Destroy 7 years after date action completed
05.08.03	Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.	TEMPORARY Destroy 2 years after date action completed
<b>05.09.00</b>	<b>Projects (JUDICIAL SUPPORT SERVICES)</b> The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.	
05.09.01	Formal documentation for the management of significant agency projects relating to the judicial support services function, these may include whole of government projects that affect policy. Records may include: <ul style="list-style-type: none"> <li>• Project proposal</li> <li>• Business case</li> <li>• Business plans</li> <li>• Implementation Plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• Project Status Reports</li> </ul>	PERMANENT
05.09.02	Records documenting the management of agency projects not considered significant, that do not affect policy and are not described in 05.09.01. Records may include: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• project plans</li> </ul>	TEMPORARY Destroy 7 years after project closure

<p><b>05.10.00</b></p>	<p><b>Prosecution (JUDICIAL SUPPORT SERVICES)</b></p> <p>The activities involved in the institution and carrying out of legal proceedings against suspected offenders and criminals. Includes all activities associated with cases coming before a court of law for hearing or determination, warrants, court notices, appeals, antecedents, summons, withdrawal of charges, witnesses, etc. Also includes approval for witness expenses, and procedural matters associated with the functioning of the Magistrates` and Children`s` Courts.</p> <p><i>See CRIME AND INVESTIGATION - INVESTIGATION for activities related to the investigation and solving of offences/crimes.</i></p> <p><i>See DA No. 2157 LEGAL SERVICES - LITIGATION for the management of all other lawsuits or legal proceedings between the agency and other parties.</i></p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major, significant, non-significant and minor crimes.</i></p>	
<p><b>05.10.01</b></p>	<p>Prosecution case records relating to major crimes, including cases adjourned sine die</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major crimes.</i></p> <p><i>See 02.09.01 for major criminal investigations - solved</i></p> <p><i>See 04.11.02 for expert scientific evidence including court reports</i></p> <p><i>See 05.10.02 for prosecution case records for significant criminal investigations</i></p> <p><i>See 05.10.03 for prosecution case records for non-significant crimes</i></p>	<p>PERMANENT</p>
<p><b>05.10.02</b></p>	<p>Prosecution case records relating to significant crimes including cases adjourned sine die.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</i></p> <p><i>See 04.11.02 for expert scientific evidence including court reports</i></p> <p><i>See 05.10.01 for prosecution records major</i></p> <p><i>See 05.10.03 for prosecution case records for non-significant crimes</i></p>	<p>TEMPORARY Destroy 99 years after date action completed</p>
<p><b>05.10.03</b></p>	<p>Prosecution case records relating to non-significant crimes, including cases adjourned sine die.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of non-significant crimes.</i></p> <p><i>See 04.11.02 for expert scientific evidence including court reports</i></p> <p><i>See 05.10.01 for prosecution records major</i></p> <p><i>See 05.10.02 for prosecution case records for significant criminal investigations</i></p> <p><i>See 05.10.04 for prosecution cases minor crimes</i></p>	<p>TEMPORARY Destroy 30 years after date of last action</p>

05.10.04	<p>Prosecution case records relating to minor crimes where the case does not proceed or the accused has been tried and sentenced, acquitted or failed to appear.</p> <p><i>See the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</i></p> <p><i>See 02.09.04 for minor crime - solved</i></p> <p><i>See 04.11.02 for expert scientific evidence including court reports</i></p> <p><i>See 05.10.03 for prosecution case records for non-significant crimes</i></p>	<p>TEMPORARY Destroy 7 years after date of last action</p>
05.10.05	<p>Records relating to the management and administration of the police prosecution process including court diaries, file management, statistical returns, court decisions and complaints.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• court lists</li> <li>• court rosters</li> <li>• summons books</li> <li>• Bailiff summons books</li> <li>• preliminary notices</li> <li>• final notices</li> </ul>	<p>TEMPORARY Destroy after reference ceases</p>
05.10.06	<p>Record of cases relating to minor crimes adjourned SINE DIE and no longer active.</p>	<p>Temporary Destroy 7 years after date action completed</p>
05.11.00	<p><b>Research (JUDICIAL SUPPORT SERVICES)</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.</p> <p><i>See POLICY for research into the formulation of policy.</i></p>	
05.11.01	<p>Final reports and summaries of research carried out to support the judicial support services function, including research material which is considered necessary to substantiate research.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
05.12.00	<p><b>Warrant Processing (JUDICIAL SUPPORT SERVICES)</b> The activities associated with the issue, maintenance and execution of warrants. Includes the payment of related fines.</p> <p><i>See CRIME DETECTION AND INVESTIGATION – WARRANT PROCESSING for the execution of warrants relating to criminal activities including search, arrest and commitment warrants.</i></p>	
05.12.01	<p>Records documenting applications for issue and renewal of general (search) warrants.</p>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
05.12.02	<p>Records documenting issue, maintenance and execution of warrants not related to crime investigation other than general warrants. Includes bailiff duties performed by Tasmania Police and execution of certain warrants including:</p> <ul style="list-style-type: none"> <li>• Warrants of execution</li> <li>• Eviction warrants</li> <li>• Family Law warrants</li> <li>• Extra-territorial and interstate fines warrants.</li> </ul> <p><i>See 02.26.01 for warrant processing – related to crime investigation.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>



05.12.03	<p>General search warrants issued to sworn members that were not executed for the period covered by the warrant.</p> <p><i>See 02.26.02 for records on warrants where the warrant has not been executed</i></p>	<p>TEMPORARY Destroy 6 months after expiry</p>
05.12.04	<p>General search warrants that have been executed during the period of the warrant.</p>	<p>TEMPORARY Destroy 7 years after warrant was last executed</p>
06.00.00	<p><b>OPERATIONAL INFORMATION MANAGEMENT</b></p> <p>The function of collecting, maintaining, coordinating and making available to approved individuals and groups, the organisation`s unique recorded information relating to offenders, criminals and persons of interest. Includes applications for criminal history checks and requests for confidential information gathered on offenders, criminals and persons of interest.</p> <p><i>See DA No. 2157 - INFORMATION MANAGEMENT for the function of managing and documenting the agency`s corporate recordkeeping systems including the library and data logs relating to access to systems and system integrity.</i></p>	
06.01.00	<p><b>Advice (OPERATIONAL INFORMATION 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>	
06.01.01	<p>Advice provided to individuals or organisations relating to specific functions including:</p> <ul style="list-style-type: none"> <li>• Advice regarding functions carried out within the work area including the activities of criminal history record checks.</li> <li>• Advice or comments provided internally and externally relating to various issues, decisions or discussion papers.</li> </ul>	<p>TEMPORARY Destroy 7 years after advice provided</p>
06.02.00	<p><b>Agreements (OPERATIONAL INFORMATION MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p><i>See DA No. 2157 – PERSONNEL – EMPLOYMENT CONDITIONS – for staff performance agreements.</i></p>	
06.02.01	<p>Records documenting the establishment of agreements for the exchange of operational information with other agencies and jurisdictions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• memorandum of understanding</li> <li>• memorandum of agreement</li> <li>• service agreements</li> </ul>	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract.</p>

<p><b>06.03.00</b></p>	<p><b>Committees (OPERATIONAL INFORMATION 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.   <i>See MEETINGS for forums and the meetings of individuals and groups that are not considered committees.</i></p>	
<p><b>06.03.01</b></p>	<p>Records of internal committees and external committees where the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>06.03.02</b></p>	<p>Records documenting external committees where the agency does not have the administrative role.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>06.03.03</b></p>	<p>Records documenting the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>
<p><b>06.04.00</b></p>	<p><b>Control (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc., to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</p>	
<p><b>06.04.01</b></p>	<p>Register of missing persons. Details recorded include:</p> <ul style="list-style-type: none"> <li>• Name of missing persons</li> <li>• Date person reported missing</li> <li>• Person reporting information</li> </ul> <p><i>See 02.09.14 for missing persons not found or found deceased in suspicious circumstances.</i></p>	<p>PERMANENT</p>
<p><b>06.04.02</b></p>	<p>DNA profile records stored in DNA Database. Details may include:</p> <ul style="list-style-type: none"> <li>• profile of sample</li> <li>• string of DNA numbers</li> <li>• individuals details</li> <li>• case number</li> <li>• identifier name</li> </ul>	<p>PERMANENT</p>
<p><b>06.04.03</b></p>	<p>Control records for operational information management systems relating to operational police information and registers unique to the Department of Police and Emergency Management. Includes registers, indexes and electronic databases not included in 06.04.01 and 06.04.02.   <i>See 02.09.10 for stolen and recovered motor vehicles.</i></p>	<p>PERMANENT</p>

<p><b>06.05.00</b></p>	<p><b>Criminal History Checks (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with authorised checks of Police records to determine evidence of crimes and/or offences. Includes the provision of relevant information to authorised parties.</p> <p><i>See VETTING for checks by Tasmania Police of applications for licences.</i></p> <p><i>See PRIVACY for data protection and the release of information in relation to privacy.</i></p>	
<p><b>06.05.01</b></p>	<p>Requests for criminal histories from individuals, approved government agencies, solicitors and authorised organisations including volunteer groups. Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• consent forms</li> </ul> <p><i>See 06.05.04 for criminal history requests in database</i></p>	<p>TEMPORARY                  Destroy 6 months after record provided</p>
<p><b>06.05.02</b></p>	<p>Records of information gathered from state and national systems for criminal history checks on convicted criminals or persons of interest.</p>	<p>TEMPORARY                  Destroy 7 years after date of last action.</p>
<p><b>06.05.03</b></p>	<p>Records of requests for criminal histories and offender information from all Australian police jurisdictions including requests from Tasmania Police and justice related agencies. Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• consent forms</li> </ul>	<p>TEMPORARY                  Destroy 6 months after record provided</p>
<p><b>06.05.04</b></p>	<p>Criminal history check requests and certificates contained in the Criminal History Services database.</p> <p><i>See 06.05.01 for requests for criminal histories from individuals and groups.</i></p>	<p>TEMPORARY                  7 years after date action completed</p>
<p><b>06.05.05</b></p>	<p>Records documenting queries in relation to the results of criminal history checks. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>06.06.00</b></p>	<p><b>Data Administration (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.</p> <p><i>See DA No. 2157 - INFORMATION MANAGEMENT for the management of the system that supports the data.</i></p>	
<p><b>06.06.01</b></p>	<p>Records documenting maintenance, testing and management of operational management systems in the Department of Police and Emergency Management. Records may include:</p> <ul style="list-style-type: none"> <li>• user rules</li> <li>• passwords</li> <li>• monitoring of usage</li> </ul> <p><i>See DA No. 2157 – TECHNOLOGY AND TELECOMMUNICATIONS for the implementation of systems that support the administrative needs of the agency.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>

<b>06.07.00</b>	<b>Enquiries (OPERATIONAL INFORMATION MANAGEMENT)</b> The activities associated with the handling of requests for information about police investigations, and operational information by the general public or another organisation.  <i>See DA No. 2157 - GOVERNMENT RELATIONS for investigations of inquiry by parliamentary committees.</i>  <i>See CRIMINAL HISTORY CHECKS for requests for checks of Police records.</i>	
06.07.01	Applications for disclosure and the release of information to solicitors and members of the public.	TEMPORARY Destroy 2 years after date of last action.
06.07.02	Records relating to requests made under Right to Information legislation which are unique to the operation of Tasmania Police for access to copies of records which include details of charges and statements.	TEMPORARY Destroy after reference ceases.
<b>06.08.00</b>	<b>Geographical Information (OPERATIONAL INFORMATION MANAGEMENT)</b> The activities associated with the management of, access to and requests for, geographical and cartographical information.	
06.08.01	Records documenting geographical mapping for operational purposes. Records may include: <ul style="list-style-type: none"> <li>• Geographical and cartographical information</li> <li>• Maps</li> </ul> <i>See 01.05.01 for the demographic or socio-economic analysis of crime, including environmental scans.</i>	TEMPORARY Destroy after reference ceases
<b>06.09.00</b>	<b>Information Exchange (OPERATIONAL INFORMATION MANAGEMENT)</b> The activities associated with the exchange of criminal, offender and other operational information which can be shared with other Tasmanian based/interstate police and/or government agencies, e.g., Australian Bureau of Intelligence.  <i>See CRIMINAL HISTORY CHECKS for requests for checks of Police records.</i>	
06.09.01	Records of requests to and from Australian police jurisdictions and government agencies, for criminal, offender and other operational information.	TEMPORARY Destroy 6 months after information provided
<b>06.10.00</b>	<b>Meetings (OPERATIONAL INFORMATION MANAGEMENT)</b> The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.  <i>See COMMITTEES for the meetings of committees and task forces.</i>	
06.10.01	Minutes, agenda and supporting documentation relating to internal meetings associated with the operational information management function.	TEMPORARY Destroy 2 years after action completed
<b>06.11.00</b>	<b>Planning (OPERATIONAL INFORMATION MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved in relation to management of operational information. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i>	
06.11.01	Final versions of plans relating to the function of operational information management.	PERMANENT

06.11.02	<p>Records documenting the administration of the planning process, including copies of plans which were not approved.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to deal with incidents/issues.</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
06.12.00	<p><b>Police Communications (OPERATIONAL INFORMATION MANAGEMENT)</b></p> <p>The activities related to the provision of radio and telephone communications to police officers throughout Tasmania. Includes the installation and maintenance of specialised communications equipment within police vehicles and establishments. Also includes the monitoring of police radio and telephone communications.</p> <p><i>See COMMUNITY POLICING - INCIDENTS for the reporting of occurrences where Tasmania Police are required to attend.</i></p> <p><i>See DA No. 2157 STORES AND EQUIPMENT for the provision of non-specialist communications equipment.</i></p>	
06.12.01	<p>Records documenting interruptions to and failures of police communications systems.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
06.12.02	<p>Requests by sworn members to access communication tapes, recording radio communications and telephone conversations made by and to Tasmania Police.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
06.12.03	<p>Allocation and use of call signs and radio channels for radio communications. Includes call sign plans and call signs for rescue helicopters.</p>	<p>TEMPORARY Destroy 3 years after call sign discontinued.</p>
06.12.04	<p>Records documenting allocation and administration enquiries relating to call signs.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes.</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed.</p>
06.12.05	<p>Records documenting installation and maintenance of specialised communications equipment in police vehicles and premises.</p>	<p>TEMPORARY Destroy 7 years after disposal of police vehicle or premises.</p>
06.12.06	<p>Records on use of police radio frequencies by external organisations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
06.12.07	<p>Records documenting the upgrade and maintenance of Tasmania Police Radio Networks.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• plans</li> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>TEMPORARY Destroy 10 years after system replaced.</p>
06.13.00	<p><b>Policy (OPERATIONAL INFORMATION MANAGEMENT)</b></p> <p>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</p>	
06.13.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents relating to the Operational Information Management function.</p>	<p>PERMANENT</p>

<p><b>06.14.00</b></p>	<p><b>Privacy (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information.</p> <p><i>See SECURITY for activities associated with managing access to records.</i></p> <p><i>See CRIMINAL HISTORY CHECKS for the authorised checks of Police records.</i></p>	
<p>06.14.01</p>	<p>Records documenting the application of privacy guidelines including the development of procedures for access to, and correction of, personal information held in the Department’s operational information systems.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>06.14.02</p>	<p>Records documenting complaints concerning privacy of information held in the Department’s operational information systems.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>06.15.00</b></p>	<p><b>Procedures (OPERATIONAL INFORMATION MANAGEMENT)</b>                  Standard methods of operating laid down by the agency according to formulated policy for the function of operational information management.</p>	
<p>06.15.01</p>	<p>Final versions of agency manuals and instructions relating to the operational information management function.</p>	<p>PERMANENT</p>
<p>06.15.02</p>	<p>Records documenting the development of agency procedures, instructions and manuals relating to the operational information management function. Records may include:</p> <ul style="list-style-type: none"> <li>• -background and research material</li> <li>• -significant drafts of policy documents</li> <li>• -records of consultation with other stakeholders contributing to the development of policy</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>06.15.03</p>	<p>Records documenting internal and external notification of changes to, or the implementation of, new procedures, instructions or notification of significant events.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>06.16.00</b></p>	<p><b>Programs (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The process of managing a set of procedures, activities, resources and/or management and education strategies designed to achieve some common goals or objectives.</p>	
<p>06.16.01</p>	<p>Records from other jurisdictions documenting the creation and development of programs relating to the operational information management function. Programs include:</p> <ul style="list-style-type: none"> <li>• National Police checking Service Program</li> <li>• National Monitoring Programs</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>
<p>06.16.02</p>	<p>Records relating to the implementation, administration and operation of programs relating to the operational information management function.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>06.16.03</p>	<p>Final versions of programs relating to operational Information management that are developed and administered by Tasmania Police.</p>	<p>PERMANENT</p>
<p>06.16.04</p>	<p>Records detailing the creation and development of operational information management programs that are administered by the Department of Police and Emergency Management.</p>	<p>TEMPORARY                  Destroy 7 years after date of last action</p>

<p><b>06.17.00</b></p>	<p><b>Projects (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.</p>	
<p><b>06.17.01</b></p>	<p>Formal documentation for the management of significant agency projects relating to the Operational Information Management function, these may include whole of government projects, and projects involving other jurisdictions that affect policy.                  Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal / plan</li> <li>• project business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• briefing notes</li> </ul>	<p>PERMANENT</p>
<p><b>06.17.02</b></p>	<p>Records documenting the management of agency projects not considered significant or exceptional that do not affect policy and are not described in 06.17.01.</p>	<p>TEMPORARY                  Destroy 7 years after project closure</p>
<p><b>06.18.00</b></p>	<p><b>Security (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access to operational information held by the agency.</p> <p><i>See CRIMINAL HISTORY CHECKS for the provision of criminal history checks by Tasmania Police.</i></p> <p><i>See POLICE PERSONNEL - INVESTIGATIONS for internal investigations into breaches of security by sworn members.</i></p> <p><i>See DA No.. 2157 PERSONNEL - DISCIPLINE for investigations of security breaches by unsworn members.</i></p> <p><i>See CRIME DETECTION AND INVESTIGATION - INVESTIGATIONS for criminal investigations into security breaches involving operational information.</i></p>	
<p><b>06.18.01</b></p>	<p>Records documenting major security incidents involving operational information, including incidents referred to law enforcement agencies in other jurisdictions or the state security unit.                  Records may include:</p> <ul style="list-style-type: none"> <li>• inspections</li> <li>• audits</li> <li>• reports</li> </ul>	<p>PERMANENT</p>
<p><b>06.18.02</b></p>	<p>Records documenting security incidents that are not major or referred to a law enforcement agency. These may include security incidents that are not malicious or intentional violations.                  Incidents may include:</p> <ul style="list-style-type: none"> <li>• unauthorised access to DPEM systems</li> <li>• unauthorised release of information</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• inspections</li> <li>• audits</li> <li>• reports</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<p><b>06.19.00</b></p>	<p><b>Vetting (OPERATIONAL INFORMATION MANAGEMENT)</b>                  The activities associated with the careful and critical examination/selection of a person, organisation, scheme etc., including licence applications and nominations for appointment.   <i>See CRIMINAL HISTORY CHECKS for checks of police records to determine offence/criminal history.</i></p>	
<p><b>06.19.01</b></p>	<p>Records of checks performed on persons applying for a licence or appointment where Tasmania Police objects to the issuing or granting of a licence or appointment. Includes those applications where a licence is issued subject to conditions or an application is proceeded with contrary to the advice of Tasmania Police.                  Applications may include:</p> <ul style="list-style-type: none"> <li>• Security Guard</li> <li>• Security Agent</li> <li>• Crowd Controller</li> <li>• Commercial Agent</li> <li>• Inquiry Agent</li> <li>• Conveyancer</li> <li>• Justice of the Peace</li> <li>• Commissioner for Declarations</li> <li>• Second Hand Dealers &amp; Pawnbrokers</li> <li>• Licenced Premises and Gaming</li> </ul> <p><i>See 06.19.02 for Tasmania Police approvals of licence or other applications.</i></p>	<p>TEMPORARY                  Destroy 7 years after date licence issued.</p>
<p><b>06.19.02</b></p>	<p>Records of checks performed on persons applying for a licence or appointment where Tasmania Police does not object to the issuing or granting of a licence or appointment.   <i>See 06.19.01 for Tasmania Police objections to licence or other applications</i></p>	<p>TEMPORARY                  Destroy 2 years after date action completed.</p>
<p><b>06.19.03</b></p>	<p>Records documenting suspension or cancellation of licences issued by Department of Justice after applicants are vetted by Tasmania Police.                  Licences may include:</p> <ul style="list-style-type: none"> <li>• Security Guard</li> <li>• Security Agent</li> <li>• Crowd Controller</li> <li>• Commercial Agent</li> <li>• Inquiry Agent</li> <li>• Conveyancer</li> <li>• Second Hand Dealers &amp; Pawnbrokers</li> <li>• Licenced Premises and Gaming</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>



<p><b>07.00.00</b></p>	<p><b>POLICE PERSONNEL</b>                  The function of managing sworn members of Tasmania Police employed under the provisions of the <i>Police Service Act 2003</i>. Includes allowances, appeals, overtime, salaries, superannuation and working hours when related to persons rather than to Industrial Relations. Also includes arrangements for staff travel and the activities of the Police Review Board.   <i>See DA No. 2157 PERSONNEL for industrial relations and all other agency employees not employed under the provisions of the Police Service Act 2003.</i></p>	
<p><b>07.01.00</b></p>	<p><b>Allowances (POLICE PERSONNEL)</b>                  The activities involved in arranging and managing money paid to members in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.</p>	
<p>07.01.01</p>	<p>Records documenting the payment of allowances to members.                  These may include:</p> <ul style="list-style-type: none"> <li>• overtime</li> <li>• first-aid</li> <li>• clothing</li> <li>• travel</li> <li>• extra duties</li> </ul> <p><i>See 07.02.02 for summary employment history records</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>07.02.00</b></p>	<p><b>Appeals (POLICE PERSONNEL)</b>                  The activities involved in the process of appeals against decisions by application to a higher authority. Includes appeals by police officers to the Police Review Board.</p>	
<p>07.02.01</p>	<p>Records documenting appeals against a decision by the Commissioner or his delegate that is not referred to the Police Review Board.                  Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>TEMPORARY                  Destroy 10 years after date action completed</p>
<p>07.02.02</p>	<p>Records documenting appeals referred to the Police Review Board.                  Records may include:</p> <ul style="list-style-type: none"> <li>• applications for 4review</li> <li>• correspondence</li> <li>• reports</li> <li>• statements</li> </ul> <p><i>See 07.12.03 for copies of decisions of Police Review Board appeal hearings.</i></p> <p><i>See 07.12.01 for grievances lodged by police.</i></p>	<p>TEMPORARY                  Destroy 20 years after date action completed</p>
<p><b>07.03.00</b></p>	<p><b>Arrangements (POLICE PERSONNEL)</b>                  The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc., for sworn members of Tasmania Police.</p>	
<p>07.03.01</p>	<p>Records documenting arrangements for sworn members to undertake work related travel including interstate or overseas travel.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>

<b>07.04.00</b>	<b>Authorisation (POLICE PERSONNEL)</b> The process of seeking and granting permission to undertake a requested action.	
07.04.01	Records documenting notifications of, and conditions of, delegations granted to sworn members.	TEMPORARY Destroy 20 years after date of last action.
07.04.02	Records documenting the appointment of sworn members as authorised officers under the authority of legislation administered by another agency.	TEMPORARY Destroy 20 years after date action completed.
<b>07.05.00</b>	<b>Committees (POLICE PERSONNEL)</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.  <i>See APPEALS for appeals by police officers to the Police Review Board.</i>  <i>See DA No. 2157 for records of the Tertiary Education Assistance Board.</i>	
07.05.01	Records of internal committees documenting police personnel functions. Records may include: <ul style="list-style-type: none"> <li>• minutes of meetings</li> <li>• membership</li> </ul>	TEMPORARY Destroy 7 years after date action completed
07.05.02	Records documenting the conduct and administration of committees. Records may include: <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	TEMPORARY Destroy after reference ceases
<b>07.06.00</b>	<b>Compliance (POLICE PERSONNEL)</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.	
07.06.01	Records documenting agency compliance with mandatory or optional accountability requirements, including: <ul style="list-style-type: none"> <li>• Police Service Act 2003</li> <li>• Police Service Regulations 2003</li> <li>• Tasmania Police Manual</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>07.07.00</b>	<b>Contracting-Out (POLICE PERSONNEL)</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 for the function of police personnel. Sometimes referred to as outsourcing.  <i>See DA No. 2157 STORES AND EQUIPMENT for tenders for police uniforms</i>	
07.07.01	Contract registers	PERMANENT
07.07.02	Signed contracts and supporting documentation. Records may include: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.

07.07.03	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 date action completed
<b>07.08.00</b>	<b>Counselling (POLICE PERSONNEL)</b> The activities associated with giving advice or guidance to a sworn member for various reasons.	
07.08.01	Records documenting counselling programs designed to minimise the potential long-term effects of officers attending critical incidents.	TEMPORARY Destroy 7 years after date of program
07.08.02	Contact records for staff receiving support and welfare from the Staff Support Unit. Records may include: <ul style="list-style-type: none"> <li>• incident reports</li> <li>• defuse reports</li> <li>• work-up questionnaires</li> <li>• de-brief report</li> <li>• follow-up report</li> </ul>	TEMPORARY Destroy 7 years after resignation or retirement
07.08.03	Records documenting the provision of psychological services including those resulting from a critical incident, emergency or disaster.	TEMPORARY Destroy 7 years after retirement or resignation
07.08.04	Records detailing the appointment of the Police Chaplain.	TEMPORARY Destroy 7 years after resignation of chaplain
<b>07.09.00</b>	<b>Discipline (POLICE PERSONNEL)</b> The activities and actions associated with the disciplinary process. Includes charges, formal inquiries, punishment and appeals.  <i>See INVESTIGATIONS for investigations into allegations of impropriety or misconduct by police officers.</i>  <i>See DA No. 2157 INDUSTRIAL RELATIONS - DISPUTES if the discipline results in a dispute.</i>	
07.09.01	Register of complaints received against police officers.	TEMPORARY Destroy 25 years after date of last action
07.09.02	Records documenting disciplinary action against sworn members.  <i>See 07.14.01 for breaches of rules not investigated</i>	TEMPORARY Destroy after the employee would reach 75 years of age or 7 years after separation, whichever is the later

<p><b>07.10.00</b></p>	<p><b>Employment Conditions (POLICE PERSONNEL)</b>                  The activities associated with managing the general conditions of employment for members.   <i>See SEPARATIONS for notice of resignation, retirement, retrenchment, dismissal</i>   <i>See RECRUITMENT and Promotions for internal transfers and promotion.</i></p>	
<p><b>07.10.01</b></p>	<p>Employment history records of Commissioners of Police, Deputy Commissioners, Assistant Commissioners, Commanders, and members who have made a significant contribution to the police service or to the community.  <b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal files</li> <li>• electronic human resource management systems</li> </ul> <p><i>See 07.29.01 for resignation, retirement or separation of sworn members</i></p>	<p>PERMANENT</p>
<p><b>07.10.02</b></p>	<p>Summary employment history records documenting the monitoring and management of all members maintained as:</p> <ul style="list-style-type: none"> <li>• -electronic Human Resource Management Systems</li> <li>• -employment registers</li> <li>• -rates of salaries and allowances</li> </ul> <p><i>See 07.01.01 for payment of allowances to members</i></p> <p><i>See 07.17.01 for applications for leave and supporting documentation</i></p>	<p>PERMANENT</p>
<p><b>07.10.03</b></p>	<p>Employment history records of individual members below the rank of Commander and whose records are considered significant or exceptional. Records may include:</p> <ul style="list-style-type: none"> <li>• successful applications</li> <li>• contracts of employment</li> <li>• appointment and confirmation documents</li> <li>• records of transfers or promotions</li> <li>• secondment agreements</li> <li>• details of previous service</li> <li>• probation reports</li> <li>• applications and approvals for leave without pay not to count as service</li> <li>• applications and approvals for long service leave</li> <li>• medical reports and immunisation details</li> <li>• confirmation of personal details e.g. date of birth, change of name\</li> <li>• copies of decisions of Police Review Board appeal hearings</li> </ul> <p><i>See 07.17.01 for applications for leave and supporting documentation</i></p> <p><i>See 07.24.05 for records of appointments of special and ancillary constables</i></p> <p><i>See 07.29.01 for resignation, retirement or separation of sworn members</i></p>	<p>TEMPORARY                  Destroy when the employee reaches 85 years of age or 7 years after separation, whichever is later.</p>
<p><b>07.10.04</b></p>	<p>Duty rosters</p>	<p>TEMPORARY                  Destroy 1 year after date action completed</p>
<p><b>07.10.05</b></p>	<p>Attendance records. Records may include:</p> <ul style="list-style-type: none"> <li>• Time sheets</li> <li>• Cards</li> <li>• Attendance books</li> </ul>	<p>TEMPORARY                  Destroy 3 years after completion of annual audit</p>

07.10.06	<p>Records documenting deployment of members internationally and secondments to Australian jurisdictions. Includes peace keeping duties for united Nations.</p> <p><i>See 07.24.06 for promotion and transfer of sworn members. Includes unsuccessful applications.</i></p>	<p>TEMPORARY Destroy 10 years after date action completed.</p>
07.11.00	<p><b>Evaluation (POLICE PERSONNEL)</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 police personal function. Includes ongoing monitoring of the function of police personnel.</p> <p><i>See PERFORMANCE MANAGEMENT for the evaluation of member performance.</i></p>	
07.11.01	<p>Records documenting the evaluation of programs or services relating to the police personnel function.</p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
07.12.00	<p><b>Grievances (POLICE PERSONNEL)</b> The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.</p> <p><i>See DA No. 2157 COMMUNITY RELATIONS – PUBLIC REACTION for grievances from the public.</i></p>	
07.12.01	<p>Records relating to grievances lodged by police officers, including:</p> <ul style="list-style-type: none"> <li>• grievances under the Police Service Regulations 2003</li> <li>• grievances under Access and Equity policy</li> </ul> <p><i>See 07.02.02 for Police Review Board appeals</i></p>	<p>TEMPORARY Destroy 7 years after date of last action</p>
07.13.00	<p><b>Honours (POLICE PERSONNEL)</b> Awards conferred upon persons as a token of respect, distinction or in recognition of outstanding achievement.</p> <p><i>See EMERGENCY MANGEMENT - HONOURS for awards to unsworn members</i></p> <p><i>See COMMUNITY POLICING - HONOURS for awards to members of the public</i></p> <p><i>See DA No. 2157 PERSONNEL for administrative arrangements relating to ceremonies arranged for the presentation of honours.</i></p>	
07.13.01	<p>Records documenting the awarding of the Tasmania Police Commissioner’s medal. Records may include:</p> <ul style="list-style-type: none"> <li>• request for review</li> <li>• briefing notes</li> <li>• correspondence</li> </ul> <p><i>See 07.13.04 for register of awards</i></p>	<p>TEMPORARY Destroy 10 years after date of last action</p>
07.13.02	<p>Reports and recommendations for the awarding of the National Australian Police Medal.</p>	<p>TEMPORARY Destroy 10 years after date action completed</p>
07.13.03	<p>Reports and recommendations detailing commendations and awards to Tasmania Police officers other than Commissioner’s Medal or National Australia Police Medal.</p> <p><i>See 03.14.01 for commendations and awards</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>

07.13.04	Register of awards, including the Tasmania Police Commissioner’s Medal.  <i>See 07.13.01 for Commissioner’s medal records</i>	PERMANENT
<b>07.14.00</b>	<b>Infringements (POLICE PERSONNEL)</b> The activities associated with handling breaches of rules.  <i>See INVESTIGATIONS for the conduct of internal investigations into allegations of misconduct or impropriety involving police officers.</i>	
07.14.01	Records documenting breaches of rules that do not proceed to an investigation.	TEMPORARY Destroy 3 years after date action completed
<b>07.15.00</b>	<b>Insurance (POLICE PERSONNEL)</b> The process of taking out premiums to cover loss or damage to property or premises, and to cover members of the public and sworn members against injury or death resulting from incidents on the organisation’s premises or whilst engaged during employment.  <i>See DA No. 2157 - PERSONNEL for the register of insurance policies</i>	
07.15.01	Records documenting arrangements for participation in, and contributions to, self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.	TEMPORARY Destroy 7 years after date action completed
<b>07.16.00</b>	<b>Investigations (POLICE PERSONNEL)</b> The activities related to the investigation and conduct of internal investigations and/or overviews of incidents that may involve allegations of police officers’ impropriety or misconduct.  <i>See SEPARATIONS for notification of dismissal</i>	
07.16.01	Records of investigations that commenced internally or as a result of a complaint that result in dismissal or criminal charges. Records may include: <ul style="list-style-type: none"> <li>• transcripts of witness statements</li> <li>• reports</li> <li>• correspondence</li> <li>• audio and video recordings</li> </ul> <i>See 07.29.01 for resignation, retirement or separation of sworn members</i>  <i>See 10.07.01 for searches of databases held by other government agencies</i>	PERMANENT
07.16.02	Records of investigations that commenced internally or as a result of a complaint that resulted in fines, transfer, counselling or demotion. Records may include: <ul style="list-style-type: none"> <li>• transcripts of witness statements</li> <li>• reports</li> <li>• correspondence</li> <li>• audio and video recordings</li> </ul> <i>See 07.29.01 for resignation, retirement or separation of sworn members</i>  <i>See 10.07.01 for searches of databases held by other government agencies.</i>	TEMPORARY Destroy 20 years after date of last action.
07.16.03	Records of investigations that commenced internally or as a result of a complaint where no offence has been proven and there is no disciplinary action.  <i>See 10.07.01 for searches of databases held by other government agencies</i>	TEMPORARY Destroy 10 years after date action completed

<b>07.17.00</b>	<b>Leave (POLICE PERSONNEL)</b> The process of administering leave for which staff are eligible. Includes unauthorised leave taken by members.	
07.17.01	Applications for leave and supporting documentation.  <i>See 07.10.02 for summary employment history records</i>  <i>See 07.10.03 for employment history non-senior officers</i>	TEMPORARY Destroy 3 years after date action completed
07.17.02	Authorities to carry over leave credits and associated correspondence.	TEMPORARY Destroy 3 years after date action completed
07.17.03	Leave rosters.	TEMPORARY Destroy after date superseded
07.17.04	Summary leave history records documenting the monitoring and management of sworn members.  <b>Note:</b> These records may be maintained in various formats and media, including: <ul style="list-style-type: none"> <li>• personal history cards</li> <li>• electronic Human Resource Management Systems</li> <li>• leave history cards</li> </ul>	TEMPORARY Destroy after employee reaches 75 years of age or 7 years after separation, whichever is the later
07.17.05	Records on the operation and management of the Police Association Sick Leave Bank Scheme. Records may include: <ul style="list-style-type: none"> <li>• bank rules</li> <li>• amendments to rules</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after date of last action.
07.17.06	Records documenting the establishment of the sick leave bank.	PERMANENT
<b>07.18.00</b>	<b>Marketing (POLICE PERSONNEL)</b> The process of analysing, creating and selling products and services, including recruitment campaigns for Tasmania Police. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.  <i>See DA No. 2157 for recruitment campaigns for employees other than police officers.</i>	
07.18.01	Records documenting recruitment campaigns run by Tasmania Police.  <i>See 01.12.01 for promotional material and souvenirs</i>	TEMPORARY Destroy 5 years after date action completed
<b>07.19.00</b>	<b>Performance Management (POLICE PERSONNEL)</b> The process of identifying, evaluating and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.	
07.19.01	Records documenting the design, review and operation of performance management schemes for members.	TEMPORARY Destroy 5 years after date superseded
07.19.02	Records documenting performance evaluations including assessment reports relating to individual officers.	TEMPORARY Return to individual officer after superseded
07.19.03	Records documenting arrangements for the conduct of performance evaluations.	TEMPORARY Destroy 2 years after date action completed

<b>07.20.00</b>	<b>Planning (POLICE PERSONNEL)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 – STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i>	
07.20.01	Records documenting the administration of the planning process relating to the function of police personnel. Records may include: <ul style="list-style-type: none"> <li>• recruitment strategy plans</li> <li>• posting of police recruit plans</li> <li>• draft plans</li> <li>• briefing notes</li> </ul>	TEMPORARY Destroy 7 years after superseded
07.20.02	Final versions of plans relating to the Police Personnel function.	PERMANENT
<b>07.21.00</b>	<b>Policy (POLICE PERSONNEL)</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 function of police personnel operating procedures are determined.	
07.21.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents for the Police Personnel function.	PERMANENT
<b>07.22.00</b>	<b>Procedures (POLICE PERSONNEL)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
07.22.01	Records documenting the development of agency procedures and agency manuals and instructions relating to the police personnel function. Records may include: <ul style="list-style-type: none"> <li>• guidelines for use and carriage of equipment including firearms by sworn members</li> <li>• uniform guidelines, including the wearing of badges, medals and ribbons</li> <li>• briefing notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after last change in procedure or code
07.22.02	Final versions of agency procedures and instructions relating to the police personnel function, including guidelines for the use of equipment and dress and appearance standards.	PERMANENT
07.22.03	Master copies and amendments of the Tasmanian Police Manual (previously known as standing orders).  <i>See 07.22.04 for records documenting amendments to the Tasmanian Police Manual (TPM).</i>	PERMANENT
07.22.04	Records documenting amendments to the Tasmanian Police Manual (TPM). Records may include: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• draft amendments</li> <li>• approval of amendments</li> </ul> <i>See 07.22.03 for Tasmanian police Manual Database</i>	TEMPORARY Destroy 7 years after date action completed
07.22.05	Records documenting internal and external notification of amendments to, or the implementation of new policies, procedures, instructions or notification of significant events.	TEMPORARY Destroy 5 years after date action completed.



<b>07.23.00</b>	<p><b>Projects (POLICE PERSONNEL)</b>                  The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.</p>	
07.23.01	<p>Formal documentation for the management of significant agency projects relating to the police personnel function, these may include whole of government and projects involving other jurisdictions that affect policy.                  Records may include:</p> <ul style="list-style-type: none"> <li>• -project proposal / plan</li> <li>• -project business case</li> <li>• -implementation plans</li> <li>• -risk and issues registers</li> <li>• -closure, review and evaluation reports</li> <li>• -stakeholder analysis</li> <li>• -briefing notes</li> </ul>	PERMANENT
07.23.02	<p>Records documenting the management of agency projects not considered significant, that do not affect policy and are not described in 07.25.01.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after date closed
<b>07.24.00</b>	<p><b>Recruitment and Promotion (POLICE PERSONNEL)</b>                  The process of recruiting, promoting and transferring of sworn members. Includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment.</p> <p><i>See DA No. 2157 - ESTABLISHMENT for changing the organisational structure through establishing and reviewing positions.</i></p> <p><i>See MARKETING - Campaigns for recruitment campaigns.</i></p> <p><i>See EMPLOYMENT CONDITIONS for international secondments and secondments to Australian jurisdictions.</i></p>	
07.24.01	<p>Routine records associated with the management of recruitment which may include:</p> <ul style="list-style-type: none"> <li>• administration of selection process</li> <li>• administration of entrance examinations</li> </ul> <p><i>See 07.24.06 for promotion and transfer of sworn members, including unsuccessful applications</i></p>	TEMPORARY Destroy 10 years after date action completed
07.24.02	Register of applications received to join the police service, including the Recruiting Enquiry Register.	TEMPORARY Destroy 10 years after date of last action.
07.24.03	<p>Applications to join the police service.                  Records may include:</p> <ul style="list-style-type: none"> <li>• examination results</li> <li>• selection reports</li> <li>• examination papers</li> </ul>	TEMPORARY Destroy 10 years after date action completed
07.24.04	Master copies of entrance examination papers.	PERMANENT
07.24.05	<p>Records of appointments of special and ancillary constables (not including trainees).</p> <p><i>See 07.10.03 for employment history of non-senior officers.</i></p>	TEMPORARY Destroy 5 years after appointment ceases

07.24.06	<p>Records relating to applications for promotion and transfer of sworn members. Records may include:</p> <ul style="list-style-type: none"> <li>• advertising documentation</li> <li>• schedule of applications</li> <li>• interview notifications</li> <li>• selection panel reports</li> </ul> <p><i>See 07.10.06 for deployment of members internationally and within Australia.</i></p> <p><i>See 07.24.01 for recruitment records of sworn officers</i></p>	TEMPORARY Destroy 2 years after date action completed
07.24.07	Unsuccessful application for transfer and promotion	TEMPORARY Destroy 2 years after date action completed
07.24.08	<p>Records relating to the administration of sergeants and inspectors qualifying courses. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• notification of courses</li> <li>• course participant lists</li> </ul>	TEMPORARY Destroy 7 years after date action completed
07.25.00	<p><b>Representatives (POLICE PERSONNEL)</b> The activities associated with the nomination, appointment or resignation of sworn members or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.</p> <p><i>See DA No. 2157 - LEGAL SERVICES - ADVICE for legal advice furnished to the organisation by internal and external sources.</i></p> <p><i>See SOCIAL CLUBS for the organisation`s relationship with social groups.</i></p>	
07.25.01	<p>Records documenting the nominator, appointment, election, resignation or termination of appointment of representatives. Includes the appointment of delegates to the Police Association of Tasmania.</p> <p><i>See 07.30.01 for social clubs within the agency.</i></p>	TEMPORARY Destroy 2 years after appointment ceases.
07.26.00	<p><b>Resource Development (POLICE PERSONNEL)</b> The activities associated with the development of training courses and/or support materials for training deliver and assessment.</p>	
07.26.01	<p>Final versions of syllabus, curriculum and resources for the training of trainees and sworn members enrolled in course at the Tasmanian Police Academy. Includes specialist training such as negotiation and tactics. Records include but not limited to:</p> <ul style="list-style-type: none"> <li>• curriculum documents</li> <li>• consultation with stakeholders contributing to the development of the curriculum</li> </ul> <p><i>See 03.28.01 for emergency management training by agency personnel</i></p>	PERMANENT

07.26.02	Records documenting curriculum development and review. Records may include: <ul style="list-style-type: none"> <li>• draft curriculum and syllabus</li> <li>• briefing notes</li> <li>• working papers</li> <li>• research material</li> </ul>	TEMPORARY Destroy 3 years after material superseded or course is no longer delivered
07.26.03	Curriculum information from other jurisdictions used in the development of the curriculum for the Tasmanian Police Academy.	TEMPORARY Destroy after reference ceases.
07.26.04	Records relating to subject resources and support materials for use in the training of police officers and trainees, including internal and external resources. Records may include:] <ul style="list-style-type: none"> <li>• subject outlines</li> <li>• assessment exercises</li> <li>• reading lists</li> <li>• assignment lists</li> <li>• lecture notes</li> </ul>	TEMPORARY Destroy after reference ceases.
07.26.05	Assessment tools and assessment checklists	TEMPORARY Destroy 2 years after date action completed
<b>07.27.00</b>	<b>Salaries (POLICE PERSONNEL)</b> The process of managing the payment of salaries to personnel.  <i>See ALLOWANCES for payments additional to salary</i>	
07.27.01	Taxation declaration forms.	TEMPORARY Destroy after superseded
07.27.02	Taxation records document the payment of employee salaries including: <ul style="list-style-type: none"> <li>• duplicate copies of statement of termination payment forms</li> <li>• group employer’s reconciliation statements</li> <li>• records documenting the management of special salary payment arrangements including salary sacrifice and fringe benefits tax arrangements</li> </ul>	TEMPORARY Destroy 5 years after date action completed
07.27.03	Overtime claims, approvals and returns.	TEMPORARY Destroy 7 years after date action completed
07.27.04	Authorities to deduct money from pays including: <ul style="list-style-type: none"> <li>• garnishee/salary attachment orders</li> <li>• requests to pay salary direct to financial organisations</li> </ul>	TEMPORARY Destroy 5 years after authority is superseded or ceases to be operative
07.27.05	Salary authority advices notifying of a change to an employee’s wage (e.g. following a pay increase or promotion).	TEMPORARY Destroy 2 years after authority is superseded or ceases to be operative

<p><b>07.28.00</b></p>	<p><b>Security (POLICE PERSONNEL)</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 of crime scenes.</p> <p><i>See DA No. 2157 - PERSONNEL for the security classification of unsworn personnel employed by the agency (including the criminal history checks obtained).</i></p> <p><i>See DA No. 2157 for building security passes issued to police personnel.</i></p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT - CRIMINAL HISTORY CHECKS for the provision of criminal history checks by Tasmania Police.</i></p>	
<p><b>07.28.01</b></p>	<p>Records documenting security clearances held by Tasmania Police members. Includes, but not limited to, security clearances for:</p> <ul style="list-style-type: none"> <li>• Australian Security Intelligence Organisation (ASIO)</li> <li>• Australian Secure Network (ASNET)</li> </ul>	<p>TEMPORARY                  Destroy 10 years after date superseded</p>
<p><b>07.28.02</b></p>	<p>Records documenting security checks and criminal history checks carried out prior to employment of sworn members.</p>	<p>TEMPORARY                  Destroy after member reaches 75 years of age or 7 years after separation, whichever is later.</p>
<p><b>07.28.03</b></p>	<p>Records documenting security checks and criminal history checks carried out on unsuccessful applicants to join the police service.</p>	<p>TEMPORARY                  Destroy 3 years after date action completed</p>
<p><b>07.29.00</b></p>	<p><b>Separations (POLICE PERSONNEL)</b>                  The activities associated with managing any method of leaving Tasmania Police. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of sworn members. Excludes transfers within Tasmania Police.</p> <p><i>See EMPLOYMENT CONDITIONS for records documenting the resignation, retirement or dismissal of individual members.</i></p> <p><i>See DA No. 2157 ESTABLISHMENT for records document the establishment of positions</i></p> <p><i>See INVESTIGATIONS for dismissal of individual members.</i></p>	
<p><b>07.29.01</b></p>	<p>Records documenting the managing of resignation, retirement, retrenchment, dismissal or separation of sworn members. Records may include:</p> <ul style="list-style-type: none"> <li>• Notice of resignation/retirement</li> </ul> <p><i>See 07.10.01 for employment history Commissioned ranks and Commanders</i></p> <p><i>See 07.10.03 for employment history non-senior officers</i></p> <p><i>See 07.16.01 for internal investigation considered significant or exceptional</i></p> <p><i>See 07.16.02 for internal investigation not considered exceptional</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<p><b>07.30.00</b></p>	<p><b>Social Clubs (POLICE PERSONNEL)</b>                  The activities involved in the organisation’s relationship with social clubs.   <i>See REPRESENTATIVES for individuals or groups appointed by the organisation or their co-workers as official representatives.</i>   <i>See DA No. 2157 COMMUNITY RELATIONS – DONATIONS for donations to social clubs.</i></p>	
<p><b>07.30.01</b></p>	<p>Records documenting the operation of social clubs within the agency.                  Records may include:</p> <ul style="list-style-type: none"> <li>• requests for approval/permission</li> <li>• invitations</li> <li>• correspondence</li> </ul> <p><i>See 07.25.01 for records on appointment of representatives</i></p>	<p>TEMPORARY                  Destroy 5 years after date action completed</p>
<p><b>07.31.00</b></p>	<p><b>Specialist Training (POLICE PERSONNEL)</b>                  The activities associated with all aspects of specialist operational training (external/internal) available to sworn members.   <i>See RESOURCE DEVELOPMENT for the development of training courses and support materials.</i>   <i>See CRIME AND INVESTIGATION - POLICE DOG SERVICES for training of police dogs</i>   <i>See DA No. 2157 STAFF DEVELOPMENT for training available to all other agency employees.</i></p>	
<p><b>07.31.01</b></p>	<p>Applications, examinations and results of tests for acceptance into training for specialist positions.   <i>See 02.14.01 for management and administration of police dog services.</i></p>	<p>TEMPORARY                  Destroy 7 years after date of last action</p>
<p><b>07.31.02</b></p>	<p>Master copies of examination papers including papers for:</p> <ul style="list-style-type: none"> <li>• promotions</li> <li>• specialist’s positions</li> </ul>	<p>PERMANENT</p>
<p><b>07.31.03</b></p>	<p>Records relating to the routine administration of examinations including:</p> <ul style="list-style-type: none"> <li>• the conditions and instructions for each examination</li> <li>• lists of candidates</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>07.31.04</b></p>	<p>Records relating to the routine administration of training courses.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notifications</li> <li>• applications for attendance</li> <li>• confirmations</li> <li>• evaluations</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>07.31.05</b></p>	<p>Results of assessments, assignments, examinations and courses.   <i>See 07.31.10 for assessment reports on training tasks</i></p>	<p>TEMPORARY                  Destroy 15 years after date action completed</p>
<p><b>07.31.06</b></p>	<p>Records documenting trainee assessment and training by the Tasmania Police Academy.</p>	<p>TEMPORARY                  Destroy 15 years after date action completed</p>
<p><b>07.31.07</b></p>	<p>Record of validations for firearms and other weapons. (Includes re-training after accidental discharge of firearm).</p>	<p>TEMPORARY                  Destroy 2 years after last validation</p>
<p><b>07.31.08</b></p>	<p>Reports and briefings of training exercises. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• briefing notes</li> <li>• reports</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

07.31.09	Completed examination papers, assignments and essays. Includes photos and evidence on video tape or DVD to be returned to the student after assessment.	TEMPORARY If not collected destroy 2 years after date action completed
07.31.10	Assessment reports on training tasks. Records may include: <ul style="list-style-type: none"> <li>• Detective Designation Workbooks</li> </ul> <p><i>See 07.31.05 for results of assessments</i></p>	TEMPORARY Destroy 15 years after date action completed
<b>07.32.00</b>	<b>Suggestions (POLICE PERSONNEL)</b> The process of using suggestions from sworn members and members of the public to improve the services and processes of the organisation.	
07.32.01	Records documenting the management and implementation of staff suggestion schemes.	TEMPORARY Destroy 5 years after date action completed
<b>08.00.00</b>	<b>PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION</b> The function of protecting and security the State's poppy crop and the Commonwealth and State living marine resources. Includes marine patrols and surveillance and the inspection of maritime vessels and equipment. Also includes liaison with the Poppy Advisory and Control Board.	
<b>08.01.00</b>	<b>Allocation (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b> The process of assigning of money, items or equipment to employees or organisational units.	
08.01.01	Records documenting allocation and use of special equipment by sworn members. Records may include: <ul style="list-style-type: none"> <li>• receipt books</li> <li>• subject reports requesting replacement of special equipment</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>08.02.00</b>	<b>Audit (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b> The activities associated with officially checking financial, quality assurance and operational records relating to primary industry and marine resource protection 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.  <i>See COMPLIANCE for complying with standards and requirements.</i>  <i>See INPECTIONS for examinations of equipment, items and facilities.</i>	
08.02.01	Records documenting internal and external audits relating to protection of living marine resources. Records may include: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• property inventory</li> <li>• property receipt books</li> </ul>	TEMPORARY Destroy 7 years after date action completed
08.02.02	Copies of records from the Department of Justice documenting audits conducted by the Poppy Advisory Control Board which relate to protection of the State's poppy crops. Records may include: <ul style="list-style-type: none"> <li>• interference reports</li> </ul>	TEMPORARY Destroy after reference ceases

<p><b>08.03.00</b></p>	<p><b>Committees (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</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>08.03.01</p>	<p>Records of internal committees and external committees where the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>08.03.02</p>	<p>Records documenting external committees where the agency does not have the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports and submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p>08.03.03</p>	<p>Records documenting the conduct and administration of committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>
<p><b>08.04.00</b></p>	<p><b>Compliance (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</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.   <i>See AUDIT for the process of validating compliance against records.</i>   <i>See INPECTIONS for examinations of equipment, items and facilities.</i></p>	
<p>08.04.01</p>	<p>Records documenting agency compliance with mandatory or optional standards and with statutory requirements relating to Tasmanian poppy crops.</p>	<p>TEMPORARY                  Destroy 7 years after date of last action.</p>
<p>08.04.02</p>	<p>Records documenting agency compliance with mandatory or optional standards and with statutory requirements relating to Tasmanian living marine resources.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<p><b>08.05.00</b></p>	<p><b>Inspections (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. Includes the inspection of maritime vessels and equipment not owned by Tasmania Police.</p> <p><i>See AUDIT for the formal process of checking and validating against records.</i></p> <p><i>See COMPLIANCE for complying with standards and requirements.</i></p> <p><i>See CRIME DETECTION AND INVESTIGATION for investigations of crimes relating to poppy crops and the protection of marine resources</i></p>	
<p><b>08.05.01</b></p>	<p>Records documenting inspections of poppy crops and premises of licensed growers to ensure compliance with statutory requirements. Includes police inspections and routine inspections by the International Narcotics Control Board (INCB).</p> <p>May include compliance with:</p> <ul style="list-style-type: none"> <li>• <i>Poisons Act 1971</i></li> <li>• <i>Misuse of Drugs Act 2002</i></li> <li>• <i>Single Convention on Narcotic Drugs 1961</i></li> <li>• <i>1972 Protocol Amending the Single Convention</i></li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• certification of inspection results</li> <li>• certification of analysis</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date of last inspection</p>
<p><b>08.05.02</b></p>	<p>Records documenting inspections relating to maritime vessels and equipment now owned by Tasmania Police. Includes inspection of:</p> <ul style="list-style-type: none"> <li>• vessels</li> <li>• apparatus, gear and equipment</li> <li>• landing points</li> <li>• processing premises</li> <li>• retail premises</li> <li>• records kept by marine resources industry operators</li> <li>• authorisations including licences</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• marine inspection report</li> <li>• search return</li> <li>• information report</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>08.06.00</b></p>	<p><b>Intelligence (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The pro-active activities associated with gathering, collating, analysing and disseminating criminal intelligence. Intelligence gathered may form part of an operation.</p> <p><i>See STATE SECURITY - INTELLIGENCE for counter-terrorist intelligence.</i></p> <p><i>See OPERATIONAL INFORMATION MANAGEMENT - DATA ADMINISTRATION for the ongoing maintenance of intelligence information.</i></p>	
<p><b>08.06.01</b></p>	<p>Records documenting gathering and processing of intelligence on suspected criminal activities relating to living marine resources and the poppy industry. Records may include:</p> <ul style="list-style-type: none"> <li>• intelligence reports</li> <li>• search returns</li> </ul> <p><i>See 02.08.01 for intelligence gathering on criminal activities</i></p>	<p>TEMPORARY                  Destroy 50 years after date of last action</p>



<p><b>08.07.00</b></p>	<p><b>Investigations (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b></p> <p>The activities related to the investigation and solving of offences/crimes involving the primary industry and marine resources irrespective of whether the offenders are juveniles or adults.</p> <p><u>See</u> the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of major, significant, non-significant and minor crimes.</p> <p><u>See</u> CRIME DETECTION AND INVESTIGATION - INVESTIGATIONS for the investigation of other crime.</p> <p><u>See</u> WEAPONS CONTROL - INVESTIGATIONS for investigations into breaches of weapons control legislation or regulations.</p> <p><u>See</u> CRIME DETECTION AND INVESTIGATION - OPERATIONS for the investigation of major/organized crime which cross national, interstate or international borders.</p>	
<p><b>08.07.01</b></p>	<p>Records documenting minor investigations into criminal activities and breaches of statutory requirements relating to Tasmanian poppy crops. May include breaches of provisions set out in:</p> <ul style="list-style-type: none"> <li>• Poisons Act 1971</li> <li>• Misuse of Drugs Act 2002</li> <li>• -Single Convention on Narcotic Drugs 1961</li> <li>• -Protocol Amending the Single Convention 1972</li> </ul> <p><u>See</u> the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</p>	<p>TEMPORARY Destroy 7 years after date action completed, including legal action.</p>
<p><b>08.07.02</b></p>	<p>Records documenting investigations into criminal activities and minor breaches of statutory requirements relating to living marine resources. May relate to breaches of provisions set out in the <i>Living Marine Resources Act 1995</i> and associated Rules.</p> <p><u>See</u> the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of minor crimes.</p>	<p>TEMPORARY Destroy 7 years after date action completed, including legal action</p>
<p><b>08.07.03</b></p>	<p>Records documenting investigations into significant marine and fishing criminal activities, environmental crime in commercial quantities and breaches of statutory requirements relating to living marine resources.</p> <p>May relate to breaches of provisions set out in the <i>Living Marine Resources Act 1995</i> and associated Rules.</p> <p><u>See</u> the INTERPRETATION SECTION of the Introduction to this Disposal Schedule for the definition of significant crimes.</p>	<p>TEMPORARY Destroy 99 years after date action completed, including legal action.</p>

<p><b>08.08.00</b></p>	<p><b>Joint Ventures (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See LIAISON for other collaboration between organisations that are not considered joint ventures.</i></p>	
<p><b>08.08.01</b></p>	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the Primary Industry and marine Resource Protection function. Includes the establishment, maintenance and review of agreements and contracts.                  Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after completion or termination of agreement or contract</p>
<p><b>08.09.00</b></p>	<p><b>Liaison (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See DA No.. 2157 - GOVERNMENT RELATIONS for relationships with Government agencies.</i></p> <p><i>See JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p> <p><i>See COMMITTEES for liaison through committees.</i></p>	
<p><b>08.09.01</b></p>	<p>Records documenting liaison activities relating to the Primary Industry and Marine Resource Protection function. Includes exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>08.10.00</b></p>	<p><b>Patrolling (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The pro-active activities associated with police officers` travelling on foot, or by police vehicles, which are aimed at the protection of persons and property etc. within a specified area. Includes the activity of coastal patrolling, aimed at the reduction of marine/fishing offences.</p>	
<p><b>08.10.01</b></p>	<p>Records relating to marine and land patrols undertaken for the purpose of protection of living marine resources.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Vessel logs</li> </ul> <p><i>See 03.27.01 for police helicopter flying hours and use for search and rescue</i></p> <p><i>See 08.16.02 for security and protection of living marine resources</i></p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>
<p><b>08.10.02</b></p>	<p>Records relating to patrols undertaken for the purpose of protection of Tasmania's poppy crops.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Patrol logs</li> </ul> <p><i>See 08.16.01 for security of poppy crops</i></p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>

08.10.03	Records documenting issue of infringement books for Fisheries and Marine offences.	TEMPORARY Destroy 2 years after date of last entry
08.10.04	Records documenting the issue of infringement notices for fisheries and marine offences. Records may include: <ul style="list-style-type: none"> <li>• batches of processed infringement notice duplicate copies</li> <li>• agency notices</li> </ul>	TEMPORARY Destroy 7 years after action completed
08.10.05	Triplicate and quadruplicate copies of fisheries and marine infringement notices.	TEMPORARY Destroy 12 months after date action completed
08.10.06	Records documenting enquiries from public relating to fisheries and marine infringements. Records may include the following information: <ul style="list-style-type: none"> <li>• name</li> <li>• infringement number and type</li> <li>• date</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>08.11.00</b>	<b>Planning (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA No. 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i>	
08.11.01	Final versions of plans relating to the function of primary industry and marine resource protection.	PERMANENT
08.11.02	Records documenting the administration of the planning process, including copies of plans which were not approved. Records may include: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to</li> <li>• deal with incidents/issues</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>08.12.00</b>	<b>Policy (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</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.	
08.12.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>08.13.00</b>	<b>Procedures (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
08.13.01	Final versions of agency manuals and instructions relating to the Primary Industry and Marine Resource Protection function.	PERMANENT
08.13.02	Records documenting the development of agency, procedures, manuals and instructions relating to the Primary Industry and Marine Resource Protection function. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	TEMPORARY Destroy 7 years after date action completed
08.13.03	Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.	TEMPORARY Destroy 2 years after date action completed.

<b>08.14.00</b>	<p><b>Projects (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation`s business strategy or relate directly to policies and initiatives.</p>	
08.14.01	<p>Formal documentation relating to the management of significant agency projects relating to primary industry and marine resource protection function these include projects involving other agencies and jurisdictions or projects that affect policy.                  Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation Plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• project Status Reports</li> </ul>	PERMANENT
08.14.02	<p>Records documenting the management of agency projects on the primary industry and marine resource protection function not described in 08.14.01.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul>	TEMPORARY Destroy 7 years after project closure
<b>08.15.00</b>	<p><b>Reporting (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</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>	
08.15.01	<p>Reports documenting enforcement and prosecution activities relating to offences involving living marine resources.                  Reports may include:</p> <ul style="list-style-type: none"> <li>• Marine inspection reports</li> <li>• Enforcement statistic reports</li> <li>• Patrol reports</li> </ul> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p>	TEMPORARY Destroy 7 years after date action completed
08.15.02	<p>Reports on state poppy crop issues.                  Reports may include:</p> <ul style="list-style-type: none"> <li>• annual security reports</li> <li>• annual reports to Poppy Advisory Control Board.</li> </ul> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p> <p><i>See 08.16.01 for security of poppy crops</i></p>	TEMPORARY Destroy 7 years after date action completed

<p><b>08.16.00</b></p>	<p><b>Security (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</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 of crime scenes.   <i>See - CRIME DETECTION AND INVESTIGATION - SECURITY for the security of crime scenes use</i></p>	
<p><b>08.16.01</b></p>	<p>Records relating to the security of the State's poppy crop, including records of the Poppy Task Force.                  Records may include:</p> <ul style="list-style-type: none"> <li>• threat assessments</li> <li>• security escorts for transportation of narcotic material.</li> </ul> <p><i>See 08.10.02 for patrols of poppy crops.</i>   <i>See 08.15.02 for reports relating to the state poppy crop</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>08.16.02</b></p>	<p>Records relating to the security and protection of living marine resource industry and assets. Includes security checks of navigational hazards and requests from MAST for police assistance.   <i>See 08.10.01 for patrols for marine resource protection.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed.</p>
<p><b>08.17.00</b></p>	<p><b>Surveillance (PRIMARY INDUSTRY AND MARINE RESOURCE PROTECTION)</b>                  The activities associated with the conduct of surveillance of targeted high risk areas for criminal activity as part of a program of crime prevention. Includes surveillance targeted to protect Tasmania's living marine resources.   <i>See COMMUNITY POLICING - SURVEILLANCE for the surveillance of public places</i>   <i>See CRIME DETECTION AND INVESTIGATION - SURVEILLANCE for the surveillance of police watchhouse charge rooms</i>   <i>See STATE SECURITY - SURVEILLANCE for counter terrorism surveillance</i></p>	
<p><b>08.17.01</b></p>	<p>Surveillance carried out by Tasmania Police on persons or areas for the purpose of protection of the State's poppy crop.                  Records may include:</p> <ul style="list-style-type: none"> <li>• surveillance logs</li> <li>• applications and approvals to conduct surveillance</li> <li>• applications for technical assistance</li> <li>• applications to court for warrants authorising installation, monitoring and retrieval of listening devices.</li> </ul> <p><i>See 02.25.01 for records relating to the use of surveillance for crime detection.</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed, if no longer required for investigative purposes</p>
<p><b>08.17.02</b></p>	<p>Surveillance carried out by Tasmania Police for the purpose of protection of living marine resources. Includes marine based and land based surveillance.                  Records may include:</p> <ul style="list-style-type: none"> <li>• surveillance logs</li> <li>• applications and approvals to conduct surveillance</li> <li>• applications for technical assistance</li> <li>• applications to court for warrants authorising installation, monitoring and retrieval of listening devices.</li> </ul> <p><i>See 02.25.01 for records relating to the use of surveillance for crime detection</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed, if no longer required for investigative purposes</p>

<b>09.00.00</b>	<p><b>STATE SECURITY</b></p> <p>The function of planning and coordinating a whole-of-government response to the nation's counter terrorism arrangements. Includes the implementation and management of Tasmania's counter-terrorism capabilities. Includes the provision of policy advice and secretariat support to the Ministerial, National and State counter-terrorism committees and advisory groups and the coordination of the state's responses to national reviews related to counter terrorism. Also includes the identification and coordination of the protection of infrastructure critical to the state's economy. Also includes the provision of a Specialist Capabilities Group with the capacity to respond quickly to terrorist incidents.</p> <p><i>See EMERGENCY MANAGEMENT for the management of non-terrorist incidents, emergencies and disasters.</i></p>	
<b>09.01.00</b>	<p><b>Advice (STATE SECURITY)</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><i>See LEGAL SERVICES – ADVICE for legal advice furnished to the organisation by external and internal sources.</i></p>	
09.01.01	Records detailing advice to government on terrorist activities.	PERMANENT
09.01.02	<p>Records relating to advice on Terrorism and security issues received from other police and security organisations such as:</p> <ul style="list-style-type: none"> <li>• Australian Security Intelligence organisation (ASIO)</li> <li>• Australian Federal Police</li> <li>• International Police (INTERPOL)</li> <li>• Protective Security Co-ordination Centre</li> </ul>	<p>TEMPORARY</p> <p>Destroy after reference ceases</p>
<b>09.02.00</b>	<p><b>Agreements (STATE SECURITY)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p><i>See JOINT VENTURES for agreements relating to joint ventures.</i></p>	
09.02.01	<p>Records relating to agreements relating to the State Security function.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• Memorandum of Understanding</li> <li>• Memorandum of Agreement</li> <li>• Service agreements</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after completion or termination of agreement or contract</p>
<b>09.03.00</b>	<p><b>Arrangements (STATE SECURITY)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p> <p><i>See DA No. 2157 CONFERENCES for arrangements for conferences.</i></p>	
09.03.01	Records documenting arrangements for use of facilities, vehicles and equipment by State Security Unit.	<p>TEMPORARY</p> <p>Destroy 2 years after date action completed</p>

<p><b>09.04.00</b></p>	<p><b>Audit (STATE SECURITY)</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>09.04.01</p>	<p>Records documenting audits relating to the state security function including audits of security plans for:</p> <ul style="list-style-type: none"> <li>• State Government buildings</li> <li>• critical government infrastructure</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date of last audit.</p>
<p><b>09.05.00</b></p>	<p><b>Briefings (STATE SECURITY)</b>                  The provision of operational police information or instructions, usually provided at meetings.</p> <p><i>See DEBRIEFINGS for the discussion and analysis of the results of an operation or incident.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.</i></p>	
<p>09.05.01</p>	<p>Records of briefings conducted for major incidents in relation to state security.                  Records may include:</p> <ul style="list-style-type: none"> <li>• counter terrorism threats</li> <li>• national security exercises</li> </ul>	<p>PERMANENT</p>
<p>09.05.02</p>	<p>Records of briefings conducted in relation to minor incidents involving the state security function.                  Briefings may include:</p> <ul style="list-style-type: none"> <li>• protective services</li> <li>• dignitary protection</li> </ul>	<p>TEMPORARY                  Destroy y years after date action completed</p>
<p><b>09.06.00</b></p>	<p><b>Committees (STATE SECURITY)</b>                  The provision of operational police information or instructions, usually provided at meetings.</p> <p><i>See DEBRIEFINGS for the discussion and analysis of the results of an operation or incident.</i></p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole.</i></p>	
<p>09.06.01</p>	<p>Records of internal committees and external committees that do not make decisions on state security policy. These are internal and external committees where the agency has the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> <p><i>See 09.06.04 for committees administered by agency that make decisions on state security policy</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>09.06.02</p>	<p>Records of committees on state security issues where the agency does not have the administrative role.                  Records may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports and submissions presented to the committee</li> </ul>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>

09.06.03	<p>Records documenting the conduct and administration of state security committees.                  Records may include:</p> <ul style="list-style-type: none"> <li>• notice of meetings</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>
09.06.04	<p>Records of high level committees and task forces with responsibility for making major decisions on state security policy. These are committees and task forces where the agency has the administrative role.</p>	<p>PERMANENT</p>
09.07.00	<p><b>Debriefings (STATE SECURITY)</b>                  Discussion and analysis of the results of an operation or incident.</p> <p><i>See MEETINGS for gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole</i></p>	
09.07.01	<p>Records of debriefings conducted in relation to major incidents involving state security. These may include terrorism threats.</p>	<p>TEMPORARY                  Destroy 30 years after date action completed</p>
09.07.02	<p>Records of debriefings conducted in relation to minor incidents involving state security. These may include protective services and dignitary protection.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
09.08.00	<p><b>Evaluation (STATE SECURITY)</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>	
09.08.01	<p>Records documenting evaluation of specialised equipment or systems to be used for state security activities.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
09.09.00	<p><b>Intelligence (STATE SECURITY)</b>                  The pro-active activities associated with gathering, collating, analysing and disseminating criminal intelligence. Intelligence gathered may form part of an operation.</p> <p><i>See CRIME DETECTION AND INVESTIGATION – INTELLIGENCE for intelligence relating to the investigation of crimes.</i></p>	
09.09.01	<p>Records forwarded from other jurisdictions that relate to the gathering of intelligence information on terrorism activities.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Intelligence reports</li> <li>• notifications to and from other agencies</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>



<p><b>09.10.00</b></p>	<p><b>Joint Ventures (STATE SECURITY)</b>                  The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p> <p><i>See ADVICE for formal advising.</i></p> <p><i>See LIAISON for other collaboration between organisations that are not considered joint ventures.</i></p>	
<p><b>09.10.01</b></p>	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the state security function. Includes the establishment, maintenance and review of agreements and contracts.                  Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul>	<p><b>TEMPORARY</b>                  Destroy 7 years after completion or termination of agreement or contract</p>
<p><b>09.11.00</b></p>	<p><b>Liaison (STATE SECURITY)</b>                  The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p><i>See ADVICE for formal advisings.</i></p> <p><i>See JOINT VENTURES for collaboration between organisations that involves contracts, joint contributions of time and/or funding.</i></p> <p><i>See COMMITTEES or MEETINGS for liaison through committees or meetings.</i></p>	
<p><b>09.11.01</b></p>	<p>Records documenting liaison activities relating to the state security function. Includes exchange of information, collaboration on projects and all the activities involving the agency as a member of an organisation.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after date action completed</p>
<p><b>09.12.00</b></p>	<p><b>Meetings (STATE SECURITY)</b>                  The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function of State Security. Includes arrangements, agenda, taking of minutes, etc.</p> <p><i>See COMMITTEES for the meetings of committees and task forces.</i></p> <p><i>See BRIEFINGS for the provision of operational police information.</i></p> <p><i>See DEBRIEFINGS for the discussion and analysis of police operations or incidents.</i></p>	
<p><b>09.12.01</b></p>	<p>Minutes, agenda and supporting documentation relating to meetings associated with the state security function. Includes public meetings and forums.</p>	<p><b>TEMPORARY</b>                  Destroy 7 years after date action completed.</p>

<p><b>09.13.00</b></p>	<p><b>Operations (STATE SECURITY)</b>                  The activities associated with the organisation of police operational activities in relation to the function of State Security which cross functional and/or regional boundaries. Includes joint operations, covert operations, road safety enforcement operations and the investigation of major/organised crime across, interstate or international boundaries.</p> <p><i>See CRIME DETECTION AND INVESTIGATION for operations focused on the detection and investigation of crime</i></p> <p><i>See JOINT VENTURES for partnerships between Tasmania Police and external organisations.</i></p>	
<p><b>09.13.01</b></p>	<p>Records relating to the planning, implementation and outcomes of major operations such as counter terrorist activity in relation to the state security function, these may involve cross-functional or cross-jurisdictional activities, Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• operation notes</li> <li>• special operations group application forms</li> </ul>	<p>PERMANENT</p>
<p><b>09.14.00</b></p>	<p><b>Planning (STATE SECURITY)</b>                  The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See DA No. 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
<p><b>09.14.01</b></p>	<p>Final versions of plans relating to the function of state security.</p>	<p>PERMANENT</p>
<p><b>09.14.02</b></p>	<p>Records documenting the administration of the planning process, including copies of plans that were not approved. Records may include:</p> <ul style="list-style-type: none"> <li>• -draft plans</li> <li>• -briefing notes</li> <li>• -correspondence used to develop the final version of plans to deal with incidents/issues</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>09.15.00</b></p>	<p><b>Policy (STATE SECURITY)</b>                  The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</p>	
<p><b>09.15.01</b></p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
<p><b>09.16.00</b></p>	<p><b>Procedures (STATE SECURITY)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.</p>	
<p><b>09.16.01</b></p>	<p>Final versions of agency manuals and instructions relating to the state security function.</p>	<p>PERMANENT</p>
<p><b>09.16.02</b></p>	<p>Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the state security function. Records may include:</p> <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>09.16.03</b></p>	<p>Records documenting internal and external notification of changes to, or the implementation of, new policies, procedures or instructions.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>

<b>09.17.00</b>	<p><b>Projects (STATE SECURITY)</b>                  The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.</p>	
09.17.01	<p>Formal documentation relating to the management of significant agency projects relating to the state security function, these include projects that involve other jurisdictions and affect policy.                  Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation Plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> <li>• project status reports</li> </ul>	PERMANENT
09.17.02	<p>Records documenting the management of agency projects not considered significant, that do not affect policy and are not described in 09.17.01.</p>	<p>TEMPORARY                  Destroy 7 years after project closure</p>
<b>09.18.00</b>	<p><b>Protective Security (STATE SECURITY)</b>                  The activities associated with the creation of a secure environment for vice-regal and other dignitaries, internationally protected persons and those people assessed as being at risk.   <i>See CRIME DETECTION AND INVESTIGATION – WITNESS PROTECTION for the protection of witnesses required to provide evidence in Court.</i></p>	
09.18.01	<p>Records relating to the protection of persons classified as high security risk such as:</p> <ul style="list-style-type: none"> <li>• Royalty</li> <li>• Heads of State</li> <li>• Politicians</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• instructions</li> <li>• itineraries</li> <li>• operational orders</li> <li>• threat assessments</li> <li>• risk assessments</li> </ul>	<p>TEMPORARY                  Destroy 5 years after date action completed</p>
<b>09.19.00</b>	<p><b>Reporting (STATE SECURITY)</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>	
09.19.01	<p>Records documenting activities relating to Security Sensitive Dangerous Substances (SSDS). Includes reports on suitability of persons to hold a permit or to be nominated as a responsible worker.                  Records may include:</p> <ul style="list-style-type: none"> <li>• copies of applications for permit</li> <li>• notifications of lost or stolen SSDS</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
09.19.02	<p>Records documenting reports to other organisations, including Commonwealth Government agencies, on issues relating to state security. Includes reports on holdings of chemical weapons and riot control agents.</p>	<p>TEMPORARY                  Destroy 10 years after date action completed</p>

09.19.03	<p>Internal reports relating to state security. Records may include:</p> <ul style="list-style-type: none"> <li>• statistics</li> <li>• reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
09.20.00	<p><b>Research (STATE SECURITY)</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.  <i>See POLICY for research into the formulation of policy.</i></p>	
09.20.01	<p>Records documenting research carried out to support the state security function. Records may include</p> <ul style="list-style-type: none"> <li>• final reports</li> <li>• summaries of research carried</li> <li>• research material that is considered necessary to substantiate research</li> <li>• drafts</li> <li>• working papers and material collected that is referenced in the research reports</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
09.21.00	<p><b>Reviewing (STATE SECURITY)</b> The activities involved in re-evaluating or re-examining products, process, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p>	
09.21.01	<p>Records documenting reviews of activities and operations supporting the state security function. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• discussion papers</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed</p>
09.22.00	<p><b>Risk Management (STATE SECURITY)</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.</p>	
09.22.01	<p>Records documenting the identification of risks relating to the state security function. Records may include:</p> <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Security audits</li> <li>• Threat assessments\</li> <li>• Counter terrorism audits</li> </ul>	<p>TEMPORARY Destroy 10 years after date action completed</p>
09.23.00	<p><b>Security (STATE SECURITY)</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 of crime scenes.</p>	
09.23.01	<p>Records documenting applications for the issue of National Security clearances. Records may include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• correspondence</li> <li>• briefing notes</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>

09.23.02	<p>Records documenting security of infrastructure, systems and premises including:</p> <ul style="list-style-type: none"> <li>• Airports</li> <li>• Seaports</li> <li>• Urban transport systems</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul> <p><i>See 03.20.04 for other organisations emergency and disaster plans</i></p>	<p>TEMPORARY Destroy 10 years after date action completed.</p>
09.24.00	<p><b>Specialist Response (STATE SECURITY)</b> The activities associated with the coordination of the response to actual terrorist activities and/or incidents. The response may require the attendance of specially trained personnel such as members of the Specialist Capabilities Group, Special Operations Group (SOG), police negotiators, etc. May also include participation of the Australian Defence Force, Australian Federal Police and/or Australian Security Intelligence Organisation (ASIO).</p> <p><i>See EMERGENCY MANAGEMENT - HIGH RISK INCIDENTS for the police response to high risk incidents not related to terrorism.</i></p> <p><i>See COMMUNITY POLICING - INCIDENTS for all other incidents at which Tasmania Police attendance is required.</i></p>	
09.24.01	<p>Records documenting response to state security incidents or terrorist activities. This includes the coordination of attendance of special units or specially trained personnel.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Ministerial briefings</li> <li>• correspondence</li> </ul>	<p>PERMANENT</p>
09.25.00	<p><b>Strategy Coordination (STATE SECURITY)</b> The activities associated with ensuring the adequate consideration, in relation to the function of state security, of strategic issues affecting the Tasmanian Police Service across functional areas of Police Headquarters and operational regions.</p> <p><i>See CRIME DETECTION AND INVESTIGATION for the coordination of strategic issues related to criminal investigations</i></p> <p><i>See DA No. 2157 - STRATEGIC MANAGEMENT for the application of broad systematic management planning for the organisation as a whole.</i></p>	
09.25.01	<p>Records documenting the development of major strategies on the state security function. This includes state-wide strategies, national strategies and strategies involving other jurisdictions.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• reports</li> <li>• statistics</li> <li>• correspondence</li> </ul>	<p>PERMANENT</p>
09.25.02	<p>Records documenting state security strategies not covered in 09.25.01 including district and local strategies.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• strategic assessment reports</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>

<p><b>09.26.00</b></p>	<p><b>Surveillance</b> The activities associated with the conduct of surveillance of targeted high risk areas for activity related to terrorism.</p>	
<p><b>09.26.01</b></p>	<p>Surveillance carried out by Tasmania Police on persons or areas for state security purposes.\nRecords may include:</p> <ul style="list-style-type: none"> <li>• surveillance logs</li> <li>• applications and approvals to conduct surveillance</li> <li>• applications for technical assistance</li> <li>• applications to court for warrants authorising installation, monitoring and retrieval of listening devices</li> </ul> <p><i>See 02.25.01 for records relating to the use of surveillance for crime detection</i></p> <p><i>See 02.25.02 for daily activity reports of physical surveillance activities</i></p>	<p><b>TEMPORARY</b> Destroy 10 years after action completed, if no longer required for investigative purposes</p>
<p><b>09.26.02</b></p>	<p>Records documenting administration of telecommunications interception activities relating to the state security function.</p> <p><i>See CRIME DETECTION AND INVESTIGATION – REPORTING for reports by Ombudsman on compliance with legislation and record-keeping requirements relating to interception activities.</i></p> <p><i>See 02.21.01 for reporting crime detection and investigation</i></p>	<p><b>TEMPORARY</b> Destroy 7 years after date of last action.</p>

<b>10.00.00</b>	<p><b>TRAFFIC MANAGEMENT AND ROAD SAFETY</b></p> <p>The function of providing policing services aimed at reducing injuries and death from vehicle collisions; facilitating the free flow of traffic, attending vehicle collisions, changing driver behaviour and enforcing traffic laws, particularly those related to speed and alcohol.</p>	
<b>10.01.00</b>	<p><b>Alcohol &amp; Drug Analysis (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b></p> <p>The activities associated with the collection and analysis of samples of breath and/or blood to determine the presence and levels of alcohol and/or drugs.</p> <p><i>See FORENSIC SERVICES for the analysis of samples collected from all other criminal suspects</i></p>	
10.01.01	<p>Records of random breath testing activities in Districts. Includes;</p> <ul style="list-style-type: none"> <li>• locations</li> <li>• date</li> <li>• number of police officers involved</li> <li>• unusual occurrences</li> <li>• statistical returns</li> </ul>	<p>TEMPORARY Destroy 2 years after date action completed</p>
10.01.02	<p>Records of Breath Analysis testing and blood alcohol readings of persons driving under the influence of alcohol (DUI).</p> <p><i>See 04.01.01 for breath analysis and blood readings non traffic incidents.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed, including legal action</p>
<b>10.02.00</b>	<p><b>Committees (TRAFFIC MANAGEMENT AND ROAD SAFETY)</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>	
10.02.01	<p>Records of internal committees and external committees where the agency has the administrative role.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• documents appointment members</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	<p>TEMPORARY Destroy 7 years after date actin completed</p>
10.02.02	<p>Records documenting external committees where the agency does not have the administrative role.</p>	<p>TEMPORARY Destroy 2 years after date action completed</p>
10.02.03	<p>Records documenting the conduct and administration of committees.</p> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• Notice of meeting</li> <li>• attendance</li> <li>• routine correspondence</li> <li>• schedules</li> </ul>	<p>TEMPORARY Destroy after reference ceases</p>
<b>10.03.00</b>	<p><b>Incidents (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b></p> <p>The activities associated with the attendance at, and reporting of, all traffic incidents where Tasmania Police are required to attend. Further define by type of incident.</p> <p><i>See INVESTIGATIONS for instances where an offence/crime has been committed which requires investigation.</i></p>	
10.03.01	<p>Records relating to Tasmania Police attendance at incidents requiring no further investigation.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• traffic management at accident scenes</li> <li>• incidents involving police vehicles</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>

<b>10.04.00</b>	<b>Infringements (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The activities associated with handling breaches of rules relating to traffic management and road safety.	
10.04.01	Record of the issue of infringement books for traffic and pedestrian offences.	TEMPORARY Destroy 1 year after date of issue
10.04.02	Road safety camera images where: <ul style="list-style-type: none"> <li>• no offence has been detected</li> <li>• no infringement will be issued</li> <li>• no further police response is required.</li> </ul> <p><i>See 10.04.03 for issue of traffic infringement notices</i></p>	TEMPORARY Destroy 6 months after date action completed
10.04.03	Records documenting the issue of traffic infringement notices. Records include information held in electronic database and hard copy. Notices include: <ul style="list-style-type: none"> <li>• traffic infringements</li> <li>• road safety (speed) camera infringement notices</li> <li>• breathalyser infringement notices</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• issued notices</li> <li>• batches of processed infringement notice duplicate copies</li> </ul> <p><i>See 01.08.05 for infringement notices other than traffic or marine</i></p> <p><i>See 10.04.02 for road safety camera images where no infringement or offence is recorded</i></p> <p><i>See 10.04.04 for disputed traffic infringement notices</i></p> <p><i>See 10.04.05 for withdrawal of traffic infringement notices</i></p>	TEMPORARY Destroy 7 years after date action completed
10.04.04	Records documenting Infringement Notices that have been disputed. Records include information in electronic database and hard copy. Records may include: <ul style="list-style-type: none"> <li>• statutory declarations for reissued notices</li> <li>• correspondence</li> <li>• copies of issued notices</li> </ul> <p><i>See 10.04.03 for issue of traffic infringement notices</i></p> <p><i>See 10.18.01 for public reaction to traffic management issues</i></p>	TEMPORARY Destroy 7 years after date action completed
10.04.05	Records documenting requests for the withdrawal of Traffic Infringement Notices. Includes information in electronic database and hard copy. Records may include <ul style="list-style-type: none"> <li>• correspondence</li> <li>• copies of issued notices</li> <li>• served Commander's withdrawal notice</li> </ul> <p><i>See 10.04.03 for issue of traffic infringement notices</i></p> <p><i>See 10.04.09 for public enquiries on infringements</i></p>	TEMPORARY Destroy 7 years after date action completed
10.04.06	Log sheets of road safety camera sessions for Court purposes.	TEMPORARY Destroy 7 years after date of last action



10.04.07	<p>Images from road safety cameras showing suspected infringements. Images may include:</p> <ul style="list-style-type: none"> <li>• “Wet Film” from cameras</li> <li>• Electronic data on disk or hard drive</li> </ul>	<p>TEMPORARY Destroy 7 years after date of last action</p>
10.04.08	<p>State-wide road safety camera location codes. Records may include</p> <ul style="list-style-type: none"> <li>• authorisation of speed camera zones</li> </ul>	<p>TEMPORARY Destroy 7 years after superseded</p>
10.04.09	<p>Records of enquiries from public relating to infringements. Records may include the following information:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• infringement number and type</li> <li>• date</li> </ul> <p><i>See 10.04.05 for withdrawal of traffic infringement notices</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
10.04.10	<p>Triplicate copies of infringement notices that remain in the infringement book.</p>	<p>TEMPORARY Destroy 1 year after date action completed</p>
10.05.00	<p><b>Investigations (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b></p> <p>The activities related to the investigation and solving of offences/crimes involving traffic management and road safety, irrespective of whether the offenders are juveniles or adults.</p> <p><i>See CRIME DETECTION AND INVESTIGATION - INVESTIGATIONS for the investigation of other crime.</i></p> <p><i>See CRIME DETECTION AND INVESTIGATION - OPERATIONS for the investigation of major/organized crime which cross national, interstate or international borders.</i></p> <p><i>See JUDICIAL SUPPORT SERVICES - PROSECUTIONS - for prosecution of traffic offences.</i></p> <p><i>See EMERGENCY MANAGEMENT - for all response to and investigation of accidents other than traffic requiring police and emergency management attendance.</i></p>	
10.05.01	<p>Records relating to fatal traffic accidents. Records may include:</p> <ul style="list-style-type: none"> <li>• accident reports</li> <li>• detail of charges laid by police</li> <li>• copy of Coroners reports</li> <li>• witness statements</li> <li>• solicitor’s correspondence</li> <li>• loss assessor’s correspondence</li> <li>• photographs</li> </ul> <p><i>See 02.09.01 for major criminal investigations – solved</i></p> <p><i>See 03.01.01 for serious and fatal accidents other than traffic accidents</i></p> <p><i>See 03.01.02 for accidents other than traffic accidents that did not result in fatalities or serious injury</i></p>	<p>TEMPORARY Destroy 30 years after date action completed, including legal action</p>
10.05.02	<p>Records relating to reportable traffic accidents. Records may include:</p> <ul style="list-style-type: none"> <li>• accident reports</li> <li>• towing requests</li> <li>• witness statements</li> <li>• solicitor’s correspondence</li> <li>• detail of charges laid by police</li> <li>• loss assessor’s correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>

10.05.03	<p>Records relating to non-reportable traffic accidents where statistics are forwarded onto DIER. Records may include:</p> <ul style="list-style-type: none"> <li>• Traffic accident reports</li> <li>• Witness statements</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
10.05.04	<p>Records of accidents involving police vehicles, aircraft and vessels. Records may include</p> <ul style="list-style-type: none"> <li>• accident reports</li> <li>• witness statements</li> <li>• remedial driving recommendations</li> <li>• details of charges laid by police</li> <li>• loss assessor's correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
10.06.00	<p><b>Joint Ventures (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations and co-research or collaboration between inter-departmental units, departments or organisations.</p>	
10.06.01	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the traffic management and road safety function. Includes the establishment, maintenance and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• final reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after completion or termination of agreement or contract</p>
10.07.00	<p><b>Licence Checks (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The activities involved in the verification of Tasmanian and interstate drivers licence details.</p>	
10.07.01	<p>Records documenting searches conducted of databases held by other government agencies. Includes printouts of audit log where no inappropriate access is suspected.</p> <p><i>See 07.16.01 for internal investigation considered significant or exceptional</i></p> <p><i>See 07.16.02 for internal investigation not considered exceptional</i></p> <p><i>See 07.16.03 for investigations - no disciplinary action</i></p>	<p>TEMPORARY Destroy 2 years after date of search</p>
10.08.00	<p><b>Licensing (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The activities involved in the Tasmania Police issuing a licence to undertake a particular activity.</p> <p><i>See PERMITS for the issue of permission to undertake a specific, single occurrence activity or event.</i></p>	
10.08.01	<p>Records documenting the issuing of a driver's licence where Tasmania Police is acting on behalf of DIER in a rural area.</p>	<p>TEMPORARY Destroy 1 year after date of last action.</p>

<p><b>10.09.00</b></p>	<p><b>Marketing (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation. Also includes exhibitions at public events.</p> <p><i>See DA No. 2157 – COMMUNITY RELATIONS – MARKETING for activities aimed at raising the profile of the agency in general.</i></p> <p><i>See COMMUNITY POLICING – MARKETING for marketing activities aimed at reducing crime</i></p>	
<p>10.09.01</p>	<p>Records documenting the development and implementation of marketing campaigns related to the traffic management and road safety function.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>10.09.02</p>	<p>Master set of campaign materials documenting the content and extent of the campaign.</p>	<p>PERMANENT</p>
<p><b>10.10.00</b></p>	<p><b>Operations (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities associated with the organisation of police operational activities which cross functional and/or regional boundaries. Includes joint operations, covert operations, road safety enforcement operations and the investigation of major/organised crime across, interstate or international boundaries.</p> <p><i>See CRIME DETECTION AND INVESTIGATION - OPERATIONS for operations focused on the detection and investigation of crime</i></p> <p><i>See JOINT VENTURES for partnerships between Tasmania Police and external organizations.</i></p>	
<p>10.10.01</p>	<p>Records relating to the planning, implementation and outcomes of police operations related to the traffic management and road safety function.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• operation orders</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>10.11.00</b></p>	<p><b>Patrolling (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The pro-active activities associated with police officers` travelling on foot, or by police vehicles, which are aimed at the protection of persons and property etc. within a specified area. Includes the activity of highway patrolling, aimed at the reduction of speeding, dangerous driving etc.</p> <p><i>See CRIME DETECTION AND INVESTIGATIONS - INVESTIGATIONS for patrols aimed at crime prevention.</i></p> <p><i>See COMMUNITY POLICING for patrols on foot, or by police vehicles, which are aimed at the protection of persons and property.</i></p>	
<p>10.11.01</p>	<p>Records documenting patrol strategies designed to maximise the visibility of police and to achieve improved road safety.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• request for review</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>10.11.02</p>	<p>Records detailing shift allocation, location and job type of patrols.</p>	<p>TEMPORARY                  Destroy 2 years after date action completed</p>

<b>10.12.00</b>	<p><b>Permits (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities associated with the granting and processing of those documents which give formal permission to undertake a specific event or activity. Permits are generally not renewable unless further application is sought.</p> <p><i>See LICENSING for the issue of on-going licences to undertake specific activities.</i></p> <p><i>See COMMUNITY POLICING for permits for events that are not held on public roads.</i></p>	
10.12.01	<p>Records documenting applications for a permit to hold an event or activity on a public road or street.                  Activities include:</p> <ul style="list-style-type: none"> <li>• Charity runs</li> <li>• Processions</li> <li>• Road cycle races</li> <li>• Motor sports</li> <li>• Street stalls</li> </ul> <p><i>See 01.15.01 for permit approvals for community events</i></p>	<p>TEMPORARY                  Destroy 2 years after expiry of permit</p>
<b>10.13.00</b>	<p><b>Planning (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See STRATEGY COORDINATION for strategic issues</i></p> <p><i>See DA No 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives.</i></p>	
10.13.01	<p>Final versions of plans relating to road safety strategies, including community road safety initiatives.</p> <p><i>See 10.13.03 for final versions of plans relating to traffic management</i></p>	<p>PERMANENT</p>
10.13.02	<p>Records documenting the administration of the planning process, including copies of plans that were not approved.                  Records may include:</p> <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to deal with incidents/issues</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
10.13.03	<p>Final versions of plans relating to traffic management and road safety.                  Records may include:</p> <ul style="list-style-type: none"> <li>• Targa Tasmania</li> <li>• roadworks on state roads</li> </ul> <p><i>See 10.13.01 for final versions of traffic and road safety plans</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<b>10.14.00</b>	<p><b>Policy (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making and as the basis from which the organisation’s operating procedures are determined in relation to the function of traffic management and road safety.</p>	
10.14.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
<b>10.15.00</b>	<p><b>Procedures (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  Standard methods of operating laid down by an organisation according to formulated policy.</p>	
10.15.01	<p>Master copy of agency manuals and instructions relating to the traffic management and road safety function.</p>	<p>PERMANENT</p>

10.15.02	<p>Records documenting the development of agency procedures, manuals and instructions relating to the traffic management and road safety function. Records may include</p> <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy</li> </ul>	<p>TEMPORARY Destroy 7 years after date action completed</p>
10.15.03	<p>Records documenting internal and external notification of changes to, or the implementation of new, policies, procedures, instructions or notification of significant events.</p>	<p>TEMPORARY Destroy 2 years after date action completed</p>
10.15.04	<p>Records relating to the maintenance, resting and calibration of equipment including speed devices. Records may include:</p> <ul style="list-style-type: none"> <li>• Certificates of accuracy</li> </ul> <p><i>See DA No. 2157 EQUIPMENT AND STORES for the establishment of agreements in relation to the maintenance and calibration of equipment.</i></p> <p><i>See 04.09.04 for the calibration, maintenance and testing of scientific equipment</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<b>10.16.00</b>	<p><b>Programs (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The process of managing a set of procedures, activities, resources and/or management and education strategies designed to achieve some common goals or objectives.</p>	
10.16.01	<p>Records of the creation and implementation of community road safety programs.</p> <p><i>See 10.18.01 for public reaction to traffic management issues</i></p> <p><i>See 10.21.01 for reviews of traffic management and road safety programs.</i></p>	<p>TEMPORARY Destroy 7 years after date action completed</p>
<b>10.17.00</b>	<p><b>Projects (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b> The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation's business strategy or relate directly to policies and initiatives.</p>	
10.17.01	<p>Formal documentation for the management of significant agency projects relating to the traffic management and road safety function, these may include whole of government projects and projects involving other jurisdictions that affect policy. Records may include:</p> <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review and evaluation reports</li> <li>• stakeholder analysis</li> </ul>	<p>PERMANENT</p>
10.17.02	<p>Records documenting the management of agency projects that are not considered significant. These may include district or local traffic management and road safety projects and projects that do not affect policy. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• project plans</li> </ul>	<p>TEMPORARY Destroy 7 years after project closure</p>

<p><b>10.18.00</b></p>	<p><b>Public Reaction (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The process of handling public reaction to traffic management and road safety policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.   <i>See DA No. 2157 COMMUNITY RELATIONS - PUBLIC REACTION for complaints related to the conduct of Tasmania Police in general.</i></p>	
<p>10.18.01</p>	<p>Records documenting public reaction in relation to the traffic management and road safety function.   <i>See 10.04.04 for disputed traffic infringement notices</i>   <i>See 10.16.01 for traffic management and road safety campaigns</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>10.19.00</b></p>	<p><b>Reporting (TRAFFIC MANAGEMENT AND ROAD SAFETY)</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 in relation to traffic management and road safety. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>	
<p>10.19.01</p>	<p>Records documenting reporting relating to traffic management and road safety.                  Records may include:</p> <ul style="list-style-type: none"> <li>• statistics</li> <li>• reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>10.20.00</b></p>	<p><b>Research (TRAFFIC MANAGEMENT AND ROAD SAFETY)</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.   <i>See POLICY for research into the formulation of policy.</i></p>	
<p>10.20.01</p>	<p>Final reports and summaries of research carried out to support the traffic management and road safety function including research material that is considered necessary to substantiate research.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>10.21.00</b></p>	<p><b>Reviewing (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p>	
<p>10.21.01</p>	<p>Records documenting reviews of traffic management and road safety programs and operations.   <i>See 10.16.01 for traffic management and road safety campaigns</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>10.21.02</p>	<p>Records documenting reviews of traffic management and road safety equipment, including vehicles.</p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>

<b>10.22.00</b>	<p><b>Speed Checks (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities associated with police speed checks of vehicles using cameras and speed detection devices.</p> <p><i>See INFRINGEMENTS for the issuing of infringement notices relating to traffic and road safety.</i></p>	
10.22.01	<p>Records documenting activities associated with conducting speed checks on vehicles using cameras and speed detection devices.                  Records may include:</p> <ul style="list-style-type: none"> <li>• photos</li> <li>• logs</li> <li>• correspondence</li> <li>• activity reports</li> <li>• media releases</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<b>10.23.00</b>	<p><b>Strategy Coordination (TRAFFIC MANAGEMENT AND ROAD SAFETY)</b>                  The activities associated with ensuring the adequate consideration of strategic issues affecting the Tasmanian Police Service across functional areas of Police Headquarters and operational regions.</p> <p><i>See CRIME DETECTION AND INVESTIGATION - STRATEGY COORDINATION for the coordination of strategic issues related to criminal investigations.</i></p> <p><i>See DA No. 2157 - STRATEGIC MANAGEMENT - PLANNING for the application of broad systematic management planning for the organisation as a whole.</i></p>	
10.23.01	<p>Records documenting the development of major state-wide strategies, relating to traffic management and road safety.                  Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• reports</li> <li>• statistics</li> <li>• correspondence</li> </ul>	<p>PERMANENT</p>
10.23.02	<p>Records documenting traffic and road safety strategies not covered in 10.23.01, including district and local strategies.                  Records may include:</p> <ul style="list-style-type: none"> <li>• weekly offence reports</li> <li>• briefing notes</li> <li>• strategic assessment reports</li> </ul>	<p>TEMPORARY                  Destroy 10 years after action completed</p>
10.23.03	<p>Records from other jurisdictions regarding national strategies and strategies involving other jurisdictions that relate to the traffic management and road safety function.                  Records may include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• correspondence</li> <li>• statistics</li> </ul>	<p>TEMPORARY                  Destroy after reference ceases</p>

<p><b>11.00.00</b></p>	<p><b>WEAPONS CONTROL</b>                  The function of licensing individuals, registration of weapons and regulation of the possession and use of weapons in accordance with the provisions of the Firearms Act 1996. Also includes the approval of sports shooting clubs, shooting galleries and shooting ranges. Also includes use of weapons other than firearms such as crossbows, in accordance with the provisions of the Police Offences Act 1935.   <i>See 07.24.00 for requirements for wearing and carriage of firearms and non-lethal weapons by members.</i></p>	
<p><b>11.01.00</b></p>	<p><b>Appeals (WEAPONS CONTROL)</b>                  The activities involved in the process of appeals against decisions by application to a higher authority.</p>	
<p>11.01.01</p>	<p>Records documenting appeals relating to the weapons control function. Appeals may be regarding:</p> <ul style="list-style-type: none"> <li>• refusal to grant a licence or permit</li> <li>• cancellation or suspension of licence or permit</li> <li>• to stop destruction of firearms</li> <li>• prohibition orders</li> <li>• refusal to grant application for activities such as shooting gallery, rifle club</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>11.02.00</b></p>	<p><b>Approval (WEAPONS CONTROL)</b>                  The process of issuing approvals under the <i>Firearms Act 1996</i> for a person, club or organisation to conduct a specific activity, e.g. approval to operate a shooting gallery.</p>	
<p>11.02.01</p>	<p>Record of applications approvals and rejections for the operation of:</p> <ul style="list-style-type: none"> <li>• Shooting clubs</li> <li>• Shooting ranges</li> <li>• Shooting galleries</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>11.03.00</b></p>	<p><b>Compliance (WEAPONS CONTROL)</b>                  The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements for weapons control to which the organisation is subject. Includes compliance with legislation and with national and international standards.</p>	
<p>11.03.01</p>	<p>Records documenting compliance with mandatory or optional standards and statutory requirements. Includes those set out in:</p> <ul style="list-style-type: none"> <li>• <i>Firearms Act 1996</i></li> <li>• <i>Firearms Amendment Act 2003</i></li> <li>• <i>Police Offences Act 1935</i></li> <li>• Tasmania Police Manual</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• inspection of premises</li> <li>• audits</li> <li>• registers of firearm movement and issue</li> </ul> <p><i>See 01.09.01 for system inspections of police stations</i></p> <p><i>See 11.17.02 for security of weapons held by dealers and collectors</i></p>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>



<b>11.04.00</b>	<b>Disposal (WEAPONS CONTROL)</b> The process of disposing of weapons no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction. Includes the disposal of firearms confiscated or surrendered and the disposal of forensic material according to the provisions of the <i>Firearms Act 1996</i> .	
11.04.01	Records documenting the disposal of Tasmania Police firearms.	TEMPORARY Destroy 7 years after date action completed
11.04.02	Records documenting destruction of firearms and ammunition surrendered for destruction, seized by Tasmania Police or forfeited to the Crown. Includes: <ul style="list-style-type: none"> <li>• unregistered inherited firearms</li> <li>• registered inherited firearms</li> <li>• departmental firearms</li> </ul>	TEMPORARY Destroy 7 years after destruction of firearm
11.04.03	Register of destroyed firearms	PERMANENT
11.04.04	Records documenting compensation for surrendered firearms.	TEMPORARY Destroy 7 years after date action completed
<b>11.05.00</b>	<b>Enquiries (WEAPONS CONTROL)</b> The activities associated with the handling of requests for information by the general public or another organisation in relation to weapons control.  <i>See DA No. 2157 GOVERNMENT RELATIONS – INQUIRIES for investigations of inquiry by parliamentary committees.</i>  <i>See OPERATIONAL INFORMATION MANAGEMENT – CRIMINAL HISTORY CHECKS for requests for checks of Police records.</i>	
11.05.01	Enquiries from the general public and firearms licence holders on possession and use of firearms and other weapons.	TEMPORARY Destroy 2 years after date action completed
<b>11.06.00</b>	<b>Investigations (WEAPONS CONTROL)</b> The activities related to the investigation and solving of offences/crimes relating to the weapons control function, irrespective of whether the offenders are juveniles or adults.  <i>See CRIME DETECTION AND INVESTIGATION - for investigations into thefts of weapons from members of the public or police.</i>  <i>See POLICE PERSONNEL - INVESTIGATIONS for internal investigations into alleged impropriety or misconduct by police officers.</i>  <i>See CRIME DETECTION AND INVESTIGATION - OPERATIONS for the investigation of major/organized crime which cross national, interstate or international borders.</i>	
11.06.01	Reports documenting investigations into lost or missing police issue firearms. Records may include: <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> </ul> <i>See 11.06.02 for administration records relating to lost or missing firearms</i>	TEMPORARY Destroy 7 years after date action completed

11.06.02	<p>Records documenting the administration of investigations relating to lost or missing firearms. Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> </ul> <p><i>See 11.06.01 for the investigation of lost or missing police firearms</i></p>	<p>TEMPORARY Destroy 7 years after date of last action</p>
11.07.00	<p><b>Joint Ventures (WEAPONS CONTROL)</b> The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</p>	
11.07.01	<p>Records documenting the arrangement for and the management of joint ventures and partnerships relating to the Weapons Control function. Includes the establishment, maintenance and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• Memoranda of Understanding</li> <li>• Memoranda of Agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul>	<p>TEMPORARY Destroy 7 years after expiry of contract or agreement</p>
11.08.00	<p><b>Licensing (WEAPONS CONTROL)</b> The activities involved in the issuing of a firearm licence.  <i>See PERMITS for the issue of permission to own or use a firearm, or to undertake a specific, single occurrence activity or event</i>  <i>See REGISTRATION for the registration of firearms</i></p>	
11.08.01	<p>Records relating to applicants for a firearms licence. Records include:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• date licence granted</li> <li>• photographs</li> <li>• negatives</li> <li>• type of licence held</li> <li>• properties approved to shoot on</li> </ul>	<p>TEMPORARY Destroy 10 years after expiry, cancellation or application rejected</p>
11.08.02	<p>Records documenting the prohibition of persons from possessing or using a firearm.</p>	<p>TEMPORARY Destroy 7 years after date prohibition is revoked</p>

<p><b>11.09.00</b></p>	<p><b>Permits (WEAPONS CONTROL)</b>                  The activities associated with the granting and processing of those documents which give formal permission to acquire a firearm.   <i>See LICENSING for the issue of on-going licences for firearms</i>   <i>See REGISTRATION for the registration of firearms</i></p>	
<p>11.09.01</p>	<p>Records of exemptions from requirements of the <i>Firearms Act</i>. Includes:</p> <ul style="list-style-type: none"> <li>• Replica pistols</li> <li>• Re-enactments and demonstrations involving firearms in film, video or television production</li> <li>• Starting and finishing sporting events.</li> </ul> <p><i>See 11.09.02 for register of firearms permits</i></p>	<p>TEMPORARY                  Destroy 7 years after expiry of permit</p>
<p>11.09.02</p>	<p>Register of permits issued. Records may include:</p> <ul style="list-style-type: none"> <li>• minor's permits</li> <li>• firearms permits</li> <li>• permits for prohibited weapons</li> </ul> <p><i>See 11.09.01 for exemptions from Firearms Act</i></p>	<p>PERMANENT</p>
<p>11.09.03</p>	<p>Applications for a permit to:</p> <ul style="list-style-type: none"> <li>• acquire a firearm</li> <li>• possess a crossbow</li> <li>• permits for prohibited weapons</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p>11.09.04</p>	<p>Records documenting the administration of applications for permits to:</p> <ul style="list-style-type: none"> <li>• acquire a firearm</li> <li>• possess a crossbow or prohibited weapons</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date of last action.</p>
<p><b>11.10.00</b></p>	<p><b>Planning (WEAPONS CONTROL)</b>                  The process of formulating ways in which objectives can be achieved in the function of weapons control. Includes determination of services, needs and solutions to those needs.   <i>See DA No. 2157 STRATEGIC MANAGEMENT – PLANNING for overall planning to achieve corporate objectives use.</i></p>	
<p>11.10.01</p>	<p>Final versions of plans relating to the function of weapons control.</p>	<p>PERMANENT</p>
<p>11.10.02</p>	<p>Records documenting the administration of the weapons control planning process including copies of plans that were not approved.                  Records may include:</p> <ul style="list-style-type: none"> <li>• draft plans</li> <li>• briefing notes</li> <li>• correspondence used to develop the final version of plans to deal with incidents/issues.</li> </ul>	<p>TEMPORARY                  Destroy 7 years after date action completed</p>
<p><b>11.11.00</b></p>	<p><b>Policy (WEAPONS CONTROL)</b>                  The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined in relation to the function of weapons control.</p>	
<p>11.11.01</p>	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>

<b>11.12.00</b>	<b>Procedures (WEAPONS CONTROL)</b> Standard methods of operating laid down by an organisation according to formulated policy for weapons control.	
11.12.01	Records documenting the development of agency procedures, manuals and instructions relating to the weapons control function. Records may include: <ul style="list-style-type: none"> <li>• background and research material</li> <li>• significant drafts of policy documents</li> <li>• records of consultation with other stakeholders contributing to the development of policy.</li> </ul>	TEMPORARY Destroy 7 years after date action completed
11.12.02	Final versions of agency manuals and instructions relating to the weapons control function.	PERMANENT
11.12.03	Records documenting internal and external notification of changes to, or the implementation of new, policies, procedures or instructions.	TEMPORARY Destroy 2 years after date action completed
<b>11.13.00</b>	<b>Projects (WEAPONS CONTROL)</b> The process of bringing about change by the management of a group of inter-related activities that are planned and then executed in a certain sequence to create a unique product or service (output) within specific time and resource constraints. Projects are often critical components of an organisation`s business strategy or relate directly to policies and initiatives.	
11.13.01	Formal documentation as defined by project management methodology for the management of significant projects relating to the weapons control. Records may include: <ul style="list-style-type: none"> <li>• project proposal/plan</li> <li>• business case</li> <li>• implementation plans</li> <li>• risk and issues registers</li> <li>• closure, review, and evaluation reports</li> <li>• stakeholder analysis</li> <li>• communication and marketing plans</li> </ul>	PERMANENT
11.13.02	Records documenting the management of agency projects not considered significant that do not affect policy and are not described in 11.13.01.	TEMPORARY Destroy 7 years after date closed
<b>11.14.00</b>	<b>Registration (WEAPONS CONTROL)</b> The process of recording certain information for the function of weapons control in an authoritative manner for reference by the organization.  <i>See LICENSING for the issue of on-going licences to undertake specific activities.</i>  <i>See PERMITS for the issue of permission to own or use a firearm, or to undertake a specific, single occurrence activity or event</i>	
11.14.01	Records of registration of firearms. Records may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• certificates of registration</li> <li>• notices of cancellation of registration</li> </ul>	TEMPORARY Destroy 7 years after disposal of firearm
11.14.02	Register of registered farms. Register includes: <ul style="list-style-type: none"> <li>• particulars of firearm</li> <li>• name and address of registrant</li> <li>• particulars of licence and permit</li> </ul> <i>See 11.15.02 for sale, loss or theft of firearms</i>	PERMANENT

11.14.03	Register of firearms owned by Tasmania Police, including allocation and movement history.	PERMANENT
<b>11.15.00</b>	<b>Reporting (WEAPONS CONTROL)</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.	
11.15.01	Sale of Ammunition returns from firearms dealers.	TEMPORARY Destroy 7 years after date action completed
11.15.02	Notification by registrants of sale, loss or theft of firearms.  <i>See 11.14.02 for register of registered firearms</i>	TEMPORARY Destroy 7 years after licence expires or is cancelled, or after last action, whichever is the later
11.15.03	Returns by firearms dealers on record of dealings	TEMPORARY Destroy 7 years after action completed
11.15.04	Commissioner's notices and reports by firearms dealers on particulars of firearms acquired, possessed or disposed of.	TEMPORARY Destroy 7 years after date action completed
11.15.05	Reports documenting the discharge or intention to discharge a firearm by sworn members. Records may include: <ul style="list-style-type: none"> <li>• notification of the intentional drawing and discharge of a firearm</li> <li>• notification of the unintentional discharge of a firearm</li> <li>• briefing notes</li> <li>• correspondence</li> <li>• reports</li> </ul>	TEMPORARY Destroy 7 years after date action completed
<b>11.16.00</b>	<b>Research (WEAPONS CONTROL)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc., in relation to the function of weapons control. 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.  <i>See POLICY for research into the formulation of policy.</i>	
11.16.01	Records documenting research carried out to support the weapons control function.	TEMPORARY Destroy 7 years after date action completed
<b>11.17.00</b>	<b>Security (WEAPONS CONTROL)</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 of weapons.	
11.17.01	Records documenting security of weapons, including: <ul style="list-style-type: none"> <li>• weapons stored on police premises, residences and vehicles</li> <li>• police issued weapons stored on non-police premises for use by sworn members.</li> </ul> Records may include: <ul style="list-style-type: none"> <li>• correspondence</li> <li>• request to store firearms</li> <li>• briefing notes</li> </ul>	TEMPORARY Destroy 7 years after date of last action

<p>11.17.02</p>	<p>Records documenting security of weapons stored by members of the public, collectors, dealers and museums. Records may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• request to store firearms</li> <li>• briefing notes</li> </ul> <p><i>See 11.03.01 for compliance with weapons control standards and legislation</i></p>	<p>TEMPORARY Destroy 7 years after date of last action</p>
<p>11.18.00</p>	<p><b>Training Delivery (WEAPONS CONTROL)</b> The processes involved in the delivery of weapons control training to external clients</p> <p><i>See DA No. 2157 STAFF DEVELOPMENT - TRAINING for the training of agency staff.</i></p> <p><i>See POLICE PERSONNEL - SPECIALIST TRAINING for the provision of specialised operational training to sworn members.</i></p>	
<p>11.18.01</p>	<p>Records documenting provision of weapons training to external organisations.</p>	<p>TEMPORARY Destroy 7 years after date of last action</p>