

**DA 2520 Records Relating to Child Abuse –
appraisal context
and archival justifications**

Records relating to Child Abuse

Retention & Disposal Schedule number: 2520

No	Function/Activity	Description	Status	Disposal Action	Justification
1	STRATEGIC MANAGEMENT	<p>The function of developing policies, procedures, strategies and other guidance for organisations to:</p> <ul style="list-style-type: none"> • manage disclosures, incidents and complaints of child abuse, past, present, and future • ensure that full and accurate records relating to the safety and well-being of children, including relating to child abuse, are kept and properly managed • manage potential risk of child abuse 			<p>Appraisal Context:</p> <p><i>These records document the core governance and strategic management records that describe the decisions, direction and service programs of Tasmanian government organisations. Researchers will be able to find information on the key issues facing Tasmanian government and society.</i></p>
1.1		<p>Records illustrating the development of policy and strategic direction relating to child abuse. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • final versions of policies • major reviews and drafts of policy • planning and formal reporting • providing and receiving high level advice 	Permanent	Retain as State Archives	<p>Archival Justification: <i>Accountability of Government</i></p> <p>Description: <i>Policies and strategies, including major drafts and reviews, provide context and description of decision processes as well as changing attitudes and approaches.</i></p>

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<i>STRATEGIC MANAGEMENT</i>					
		<ul style="list-style-type: none"> • records of high-level committees where the organisation has the administrative role 			
1.2		<p>Other records which provide operational direction relating to child abuse, including, but not limited to:</p> <ul style="list-style-type: none"> • procedures and guidelines • training programs • routine, operational management of places offering services to children • evaluating and reviewing procedures, processes, and training • assessment and management of risk records of internal or external committees or meetings 	Temporary	Destroy 45 years after superseded.	<p>Archival Justification: <i>Royal Commission recommendation 8.2.</i></p> <p>Description: <i>Recommendation 8.2 of the Final Report of the Royal Commission requires that records relating to child sexual abuse that has occurred or is alleged to have occurred be retained for at least 45 years.</i></p>
2	ALLEGATIONS AND INCIDENTS OF CHILD ABUSE	<p>The function of managing allegations and incidents of child abuse, including:</p> <ul style="list-style-type: none"> • records of allegations or incidents 			<p>Appraisal Context:</p> <p><i>The nature of this function means that the records will inevitably be 'case files' and will relate to people. ABS</i></p>

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<i>ALLEGATION AND INCIDENTS OF CHILD ABUSE</i>					
		<ul style="list-style-type: none"> • conducting informal or formal investigations into allegations, incidents, and complaints of child abuse, including past and present matters • taking action, including criminal or civil litigation, in relation to child abuse 			<p><i>statistics indicate that the Australian population is living longer. Therefore it is necessary to retain records until it can reasonably be assumed that the person will no longer be alive and need access to their information. The Royal Commission recommended that individuals also be given a greater role in deciding how their personal information is managed by government organisations.</i></p>
2.1		<p>Records documenting allegations and incidents of child abuse. Includes investigation records, including cases referred to external law enforcement agencies. It includes allegations which are proven or not proven. The records could include, but are not limited to:</p> <ul style="list-style-type: none"> • the initiating complaint (including referrals, such as from telephone help lines, Advice and Referral Line, reports from mandatory reporters or the Commissioner for Children and Young People) 	Temporary	Destroy 125 years after date of birth of the child.	<p>Archival Justification: <i>Updated Limitations Act 1974 (Tas) ; longer expected lifetimes ; personal information not appropriate as State Archives ; Royal Commission recommendation 8.4.</i></p> <p>Description: <i>The Limitations Act 1974 (Tas) was amended in 2017 to remove the time limits to bring action for abuse suffered as a child. ABS statistics indicate that the</i></p>

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<i>ALLEGATION AND INCIDENTS OF CHILD ABUSE</i>					
		<ul style="list-style-type: none"> • evidence collected in the course of the investigation, including statements, interviews and medical reports • outcome of the investigation • action taken (eg treatments, counselling or discipline records; records of reviewing actions; criminal or civil litigation; and decisions by external authorities) 			<p><i>Australian population is living longer, and as society is becoming more litigious, some records should be available during that person's life. 125 years covers the maximum expected lifetime of a person. We decided these records were not necessary to be kept as State Records due their highly personal content. We also considered the rights of individuals to decide how their personal records are held by government</i></p>
2.2		<p>Records created to respond to requests from another organisation for information for a National Redress Scheme application, external investigation, or criminal or civil litigation relating to child abuse. Includes:</p> <ul style="list-style-type: none"> • Requests for information from the investigating organisation • Correspondence 	Temporary	Destroy 10 years after action completed.	<p>Archival Justification: <i>The National Redress scheme runs for 10 years - until 30th June 2027.</i></p> <p>Description: <i>Current requests for information (eg under RTI) are kept for 7 years but we decided that requests for information relating to a child abuse investigation should be kept for the</i></p>

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<i>FUTURE ALLEGATIONS</i>					
		<ul style="list-style-type: none"> Schedules of assessed and released information <p><i>See 02.01 for records created by the investigating organisation.</i></p> <p><i>See DA2157 09.14.00 Enquiries (INFORMATION MANAGEMENT) or 09.33.00 Right to Information (INFORMATION MANAGEMENT) for requests for information that do not relate to child abuse.</i></p> <p>Contact OSA for National Redress Scheme records created by the Department of Justice.</p>			<p><i>period of the National Redress Scheme.</i></p> <p><i>National Redress Scheme records created by the Department of Justice (Tas) will be described in a separate schedule.</i></p>
3	FUTURE ALLEGATIONS	<p>Records which may corroborate future allegations of child abuse.</p> <p>Typically, these records will demonstrate that a particular individual was in a particular place in a specified time period.</p> <p>Refer to Disposal Freeze for Records Relating to Children. This freeze protects the records that may be necessary to support a delayed disclosure of child abuse.</p>		<i>Disposal frozen until the end of the Redress Scheme</i>	<p>Appraisal Context:</p> <p><i>The National Redress scheme runs for 10 years - until 30th June 2027. It is reasonable to assume that most people who are intending to pursue civil litigation or criminal action will have decided to do so within this time period.</i></p> <p><i>We decided to extend the Disposal Freeze on Records Relating to Children for this</i></p>

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FUTURE ALLEGATIONS

					<p><i>10 year period rather than trying to define what records may be required and describing them in the schedule.</i></p> <p><i>This period also allows time to develop longer term plans and policies on how to manage these records.</i></p>
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