



## **Records disposal schedule**

# **Records Disposal Schedule Youth Justice Services Territory Families**

**Disposal Schedule No. 2020/006**

**January 2020**

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## Preamble

### Introduction

The *Information Act 2002* states that public sector organisations must safeguard their records and must not delete or otherwise dispose of a record unless authorised to do so<sup>1</sup>. Disposal of records is permitted through the use of records disposal schedules and enable regular, planned and authorised disposal of records controlled by an agency.

Records retention decisions are based on:

- the current and future business needs of the organisation
- compliance with legal and governance requirements of the organisation
- the current and future needs of internal and external stakeholders, including the wider community.

Records disposal schedules provide continuing authorisation for the legal disposal of records and are authorised by the records service, archives service and chief executive officer of the public sector organisation responsible for the schedule.

Records disposal schedules apply to records created and maintained in any format, including electronic records, records in business systems, and parts of records.

In the Northern Territory government there are two types of records disposal schedules:

- General records disposal schedules that apply to records common to most or all NT Government public sector organisations ([http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records\\_disposal](http://www.nretas.nt.gov.au/knowledge-and-history/ntas/records/records_disposal)), and
- Functional records disposal schedules that apply to records specific to an NT Government public sector organisation or function.

Functional records disposal schedules should be used in conjunction with general records disposal schedules.

### Structure of a Records Disposal Schedule

Records disposal schedules set out minimum requirements for the creation, maintenance, retention or destruction actions to be taken in relation to existing or future records described in each class. Records disposal schedules specify

- a) whether a class of record has temporary or permanent status;

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<sup>1</sup> S.145 *Information Act*

- b) the retention period for a temporary class of record;
- c) authorised disposal actions for a class of record.<sup>2</sup>

Each class of records created by an agency is described using classifications based on business analysis.

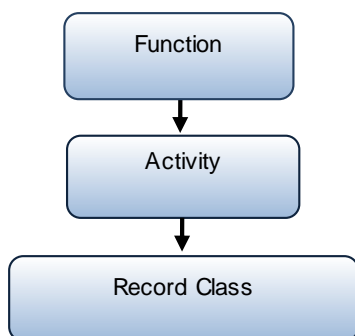
Disposal schedules are developed using the functional structure based on the business classification scheme of the *Northern Territory Government Business Classification Scheme*.

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<sup>2</sup> S.136A(3) *Information Act*

Within the schedule, functions are documented as the highest-level terms and business activities under the functions, followed by record classes, as shown in diagram 1.

Diagram 1



## Function

The function or keyword is the highest level in the classification scheme in this disposal schedule. The function is indicated at the start of each section and a description (scope note) provided.

## Activity

Activities are the processes or operations that make up the business function. This is the second level in the classification scheme in this disposal schedule. The description (scope note) provides details of the transactions that take place in relation to the activity, for example, REPORTING or POLICY.

## Record Class

A record class is a group of records that relate to the same activity, function or subject and require the same disposal action. The descriptions can relate to one record (such as a register) or a group of records documenting a particular set of business transactions.

## Status and Disposal Action

The appraisal status of a record class is assigned as either permanent or temporary.

**Permanent Records:** Records appraised with permanent status have been identified as archives and must be transferred to the Archives Service for their preservation and eventual public access.

The retention period for permanent records is the maximum period before the records must be transferred to the Archives Service. Permanent records must be transferred no later than 30 years after creation in accordance with the Information Act, unless exemption has been granted (see Archives Management Standards Transfer of Archives, and Exemption from Compulsory Transfer of Permanent Records to the NT Archives Service). An Application to Transfer Records form must be submitted to the Archives Service before records will be accepted for transfer.

**Temporary records:** The retention period for temporary records is the minimum period before the records can legally be destroyed. The retention period is calculated after an event or a disposal

trigger such as 'date of action completed', 'date of audit' or 'date of birth'. Destruction should be done following consultation with relevant operational business employees responsible for the records.

Retention periods for temporary records in a records disposal schedule are minimum periods only and agencies may keep records for a longer period if considered necessary for business requirements.

Reasons for longer retention could include,

- administrative need or agency directives,
- legal requirements such as current or pending legal action,
- relevance to an investigation or inquiry which is in progress,
- is subject to an Information Access application, or
- subject to a disposal freeze.

Records created prior to 1 July 1978 must not be disposed of without the authorisation of the Archives Service in accordance with Archives Management Standard Records Created Prior to 1978, unless specified in a schedule.

Sentence records with this records disposal schedule using the following five steps:

1. Determine the appropriate function and activity of the records. This can be done by examining an existing record or when creating a new record.
2. Identify the disposal class.
3. From the disposal action in the class, identify the trigger event and a date when the record can be disposed of, alternately, identify that the record is to be retained permanently as archives.
4. If the trigger event has already occurred (such as action is completed), confirm and implement the disposal action.
5. If the trigger event has not occurred (e.g. the record is still in active use), set a review date for the future.

## About this Records Disposal Schedule

### Purpose

The purpose of this Records Disposal Schedule is to enable regular, planned and authorised disposal of records of youth justice services of Territory Families.

### Scope

Application of this Records Disposal Schedule is mandatory for youth justice services records of Territory Families.

This Records Disposal Schedule applies to youth justice services records in all formats.

### Responsibility

The Chief Executive of the Territory Families is responsible for the content and implementation of this Records Disposal Schedule including the provision of advice and training, and for monitoring compliance.

### Authority

This Records Disposal Schedule is authorised in accordance with S. 136B of the *Information Act*.

Disposal Schedule No. 2020/6 was approved by the Senior Director Library & Archives NT (The Archives Service), Senior Director Digital Policy (The Records Service), and the Chief Executive of Territory Families on 28 January 2020 and is effective immediately.

### Re-sentencing Records

The following records classes 1.1.1, 1.2.5, 1.2.6, 1.2.7, 1.2.9, 1.2.11, 1.2.12, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.4.1, 1.4.2, 1.5.1, 1.5.2, 1.5.3, 1.6.1, 1.6.2, 1.6.3, 1.6.4, 1.6.5, 1.6.6, 1.6.7, 1.6.8, 1.6.9, 1.6.10, 1.6.11, 1.6.12, 1.6.13, 1.6.14, 1.8.1, 1.8.2, 1.9.1, 1.9.2, 1.9.3, 1.10.1, 1.10.2, 1.11.1, 1.11.2, 1.12.1, 1.12.2, 1.12.3, 1.12.4, 1.13.1, 1.13.2, 1.13.3, 1.13.4 and 1.13.5 sentenced under records disposal schedule Custodial Services – 2016/20 are to be re-sentenced using this schedule.

### Regulatory Framework

The regulatory basis for this Records Disposal Schedule is defined in:

- *Youth Justice Act 2005*
- *Youth Justice Regulations 2006*
- *Information Act 2002*
- NT Government Records Management Standards
- NT Government Archives Management Standards
- Australian Standards AS ISO 15489-Records Management



## Related Documents

This Records Disposal Schedule is to be read in conjunction with:

- NT Government Records Management Standard – Records Disposal
- policies and procedures of Territory Families
- current authorised disposal schedules for Territory Families

## Normal Administrative Practice

Public sector organisations are permitted to dispose of some short term or ephemeral documents under the authority of the Disposal Schedule for Short Term Value Records. These include:

- duplicate (eg information or reference copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that organisations should be sure that destroying these records will not destroy evidence that might be needed.

Records that have been captured into a recordkeeping system should be destroyed using the Disposal Schedule for Short Term Value Records unless the class of records has been identified in a specific disposal schedule.

## Notification of Destruction

Provide formal notification of destruction of all records to the NT Records Service.

Note: In the case of the Disposal Schedule for Records of Short Term Value (Disposal Schedule No. 2003/10), notification is only required for the destruction of records described in Disposal Class No. 1.10.1.

## Acknowledgement

The Archives Service and the Records Service acknowledge that material produced by National Archives of Australia, State Records Authority of New South Wales, State Records of South Australia, Public Records Office of Victoria, Territory Records Office and Standards Australia was used in the development of this schedule.

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## Compliance Checklist

- Implement a records disposal program to ensure regular appraisal, sentencing, destruction and transfer of all records
- Assign responsibility for the management and application of regular records disposal action using authorised records disposal schedules, to an appropriately skilled records manager who consults with the Archives Service and NT Records Service
- Familiarise all employees of the organisation with the authorised records disposal schedules relevant to the organisation's records
- Identify and sentence all records described in this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Ensure all copies of temporary records are destroyed in any format (including backups), unless otherwise stated in a disposal schedule
- Apply this records disposal schedule to records in the organisation's records management systems, including systems for the management of paper records, electronic records, or records in any other format
- Apply this records disposal schedule to records in the organisation's business systems, either directly or by linking the business system to a records management system
- Implement quality assurance mechanisms to periodically check that the disposal class originally assigned at the creation of the records is still applicable at the time of sentencing of the record
- Implement review or quality control procedures in recordkeeping systems to ensure disposal actions are implemented correctly
- Identify records that require re-sentencing where a previous disposal schedule has been superseded
- Stop applying sentences from previous schedules that have been revoked or amended
- Retain all records in good order and condition to be available for retrieval during the retention period.
- Identify and update control records so that you can demonstrate what happened to each record, whether paper or electronic
- Implement an appropriate and approved strategy for retention of records of continuing value, eg. preservation in original form, migration to new systems, and conversion to long term medium
- Dispose of all records sentenced according to this schedule in all formats including electronic records and records in business systems, copies of records and parts of records
- Transfer records of permanent value to the Archives Service for retention as archives not later than 30 years after creation
- Inactive records can be transferred to offsite service providers providing they have been sentenced
- Destroy time expired temporary records in a secure manner that ensures complete deletion/destruction beyond any possible reconstruction
- Notify the NT Records Service of destruction of all records
- Do not destroy records that are not described in an authorised records disposal schedule.
- Do not destroy any records created prior to 1 July 1978 without specific authorisation from the Archives Service

## Disposal Schedule

<h3>1. Youth Justice Services</h3> <p>The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the <i>Youth Justice Act 2005</i>.</p>		
<h4>1.1 Advice</h4> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>		
Class No.	Description of Records	Status and Disposal Action
1.1.1	Records documenting the provision of formal advice in relation to youth justice services between the Minister, Government Bodies, non-government organisations and industry stakeholders with regards to youth justice services.  Includes ministerial and briefing notes.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.1.2	Records documenting routine advice in relation to youth justice services to members of the public and organisations, such as access to programs, procedures on visiting a young person in youth detention and regulatory requirements.	TEMPORARY  Destroy 3 years after action completed

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.2 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes formal agreements and /or exchange of letters between parties, as well as informal agreements.

Class No.	Description of Records	Status and Disposal Action
1.2.1	Records documenting the establishment, negotiation and review of agreements in relation to youth justice services, such as with government bodies and non-government organisations.  Includes memorandum of understanding and ministerials.	PERMANENT  Transfer to the Archives Service 10 years after action completed

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.3 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.3.1	Records documenting approval of rehabilitation projects or work by the CEO for participation under a community work order.  Includes nominated project supervisors.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.3.2	Records documenting approval of youth detention centres by the Minister, such as the Don Dale Youth Detention Centre and the Alice Springs Youth Detention Centre.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.3.3	Records documenting delegations given by the Minister, Chief Executive Officer or the Superintendent to persons, including a member of staff of a detention centre.  Includes written authorisations and business memoranda.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.3.4	Records documenting the appointment of official visitors by the Minister, including resignations.  Includes terms and conditions.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.3.5	Records documenting the approval of monitoring devices, by the Superintendent, to be used to monitor the location and activities of youth who are subject to monitoring orders.	PERMANENT  Transfer to the Archives Service 10 years after action completed

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### 1.3 Authorisation

The process of seeking and granting permission to undertake requested action.

Class No.	Description of Records	Status and Disposal Action
1.3.6	Records documenting where the CEO has agreed to accommodate a youth who is in the custody of the Superintendent at a detention centre.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.3.7	Records documenting applications to visit a youth detention centre, including unsuccessful applications.  Includes applications for registration and email messages.	TEMPORARY Destroy 15 years after action completed
1.3.8	Records documenting youth detainee telephone system requests.	TEMPORARY Destroy 15 years after action completed

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### 1.4 Banking Services

The activities associated with accepting and safeguarding money owned by individuals.

Class No.	Description of Records	Status and Disposal Action
1.4.1	Records documenting the purchase of items from the canteen or stores by detainees.  Includes buy sheets, payments and refunds.	TEMPORARY Destroy 7 years after end of financial year to which the last action relates.

## 1. Youth Justice Services

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### 1.5 Committee

The activities associated with the management of committees, sub committees, councils, forums working groups, boards and task forces (internal and external, private, community, local, state, national, international, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.

Class No.	Description of Records	Status and Disposal Action
1.5.1	Records documenting the establishment of the Youth Justice Advisory Committee, including appointments resignations and terminations of members Includes terms and conditions, nominations, and endorsements.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.2	Records documenting meetings held by the Youth Justice Advisory Committee.  Includes agendas, minutes, discussion papers and action items.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.5.3	Records documenting high level committees in relation to youth justice services, where a member is representing the Northern Territory Government, including interdepartmental committees convened by the Department, such as the Australasian Juvenile Justice Administrators (AAJA) and the Youth Advisory Group.  Includes agendas, minutes, discussion papers and action items.	PERMANENT Transfer to the Archives Service 10 years after action completed



## 1. Youth Justice Services

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### 1.6 Compliance

The activities associated with complying with, or monitoring compliance with, mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.

Class No.	Description of Records	Status and Disposal Action
1.6.1	<p>Records documenting inspections of a detention centre by the Minister or a person authorised by the Minister, includes inspections ordered by the Children's Commissioner.</p> <p>Includes written authorisations by the Minister given to persons to do inspections, review reports, audits of the detention centre's records, processes and practices by internal and external service providers.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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### 1.7 Contracting Out

The activities involved in arranging, procuring and managing the performance of work or the provision of goods or services by a contractor, consultant, service provider, or by using external bureau services. Includes contract management and work done under contractual agreements and service agreements made under contract. Sometimes referred to as outsourcing.

Class No.	Description of Records	Status and Disposal Action
1.7.1	Records documenting arranging, procuring and managing the performance of work, or the provision of services, by an external contractor, vendor, consultant or non-government organisations, such as Anglicare, Mission Australia or Relationships Australia for therapeutic treatment, training, psychological assessments and counselling.  Includes signed contracts, performance reports, and related correspondence.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.7.2	Records documenting the administration of contract payments, quotations, invoices and related correspondence.	TEMPORARY  Destroy 7 years after completion or other termination of contract

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
1.8.1	<p>Register of youth detainees as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- name</li> <li>- age</li> <li>- place of birth</li> <li>- religion</li> <li>- responsible adults details</li> <li>- dates detainee admitted, released or transferred</li> <li>- dates detainee temporarily departed the detention centre</li> <li>- name and address of person in whose care and custody the detainee was placed for</li> <li>- time and date the detainee returned to the detention</li> <li>- name and address of person who delivered the detainee back to the detention centre</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the Archives Service 10 years after last entry</p>
1.8.2	<p>Register of appropriate support persons as required under the Act.</p> <ul style="list-style-type: none"> <li>- Detainee name</li> <li>- Support person name</li> <li>- Support person contact details</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the Archives Service 10 years after last entry</p>
1.8.3	<p>Register of "use of force".</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Detainee Name</li> <li>- Name of person who authorised the use of force</li> <li>- Any medical attention required</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new platform during system upgrades)</p>

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
	<ul style="list-style-type: none"> <li>- Action taken to prevent the use of force</li> <li>- Type of force</li> <li>- Reason for force</li> <li>- Manner of supervision for use of force / restraint</li> <li>- Date and time of commencement and cessation of force / restraint</li> <li>- Injuries sustained</li> <li>- Independent record (ie CCTV, video, photographs)</li> </ul>	Transfer hardcopy register to the Archives Service 10 years after last entry
1.8.4	<p>Register of use of approved restraints as required under the Act.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- name of the detainee who was restrained</li> <li>- particular approved restraint that was used</li> <li>- circumstances in which the approved restraint was used</li> <li>- the period for which the restraint was used and removed</li> <li>- assessment details</li> <li>- name of the person who authorised the use of the approved restraint</li> <li>- any medical attention required</li> </ul>	<p>PERMANENT</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the Archives Service 10 years after last entry</p>
1.8.5	Register of persons who are banned or refused entry to a youth detention centre because they constitute a threat to the good order, safety or security of the centre.	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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Class No.	Description of Records	Status and Disposal Action
		(manage and migrate data to new platform during system upgrades)  Transfer hardcopy register to the Archives Service 10 years after last entry
1.8.6	Register of separations as required under the Youth Justice Act.  Includes: <ul style="list-style-type: none"> <li>- Date and times detainee is separated</li> <li>- Name of the detainee</li> <li>- Reason why separation</li> <li>- Time and name of on-call person in charge was notified</li> <li>- Observations from staff</li> <li>- Dates and times of exercise periods and ablutions</li> <li>- Commissioner approvals</li> <li>- Dates and times detainee is released</li> <li>- provision of activities and basic amenities to the youth detainee if separated</li> <li>- notifications to the Children's Commission of an isolation under the Act.</li> </ul>	PERMANENT  Transfer to the Archives Service 10 years after action completed  (manage and migrate data to new platform during system upgrades)  Transfer hardcopy register to the Archives Service 10 years after last entry
1.8.7	Records documenting shift reports and daily journals in relation to youth detention centres.	PERMANENT  Transfer to the Archives Service 10 years after action completed

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
		(manage and migrate data to new platform during system upgrades)  Transfer hardcopy register to the Archives Service 10 years after last entry
1.8.8	Records documenting individual block journals in relation to youth detention centres, including electronic block journals	PERMANENT  Transfer to the Archives Service 10 years after action completed  (manage and migrate data to new platform during system upgrades)  Transfer hardcopy register to the Archives Service 10 years after last entry
1.8.9	Register of incidents in a youth detention centre.  Includes: <ul style="list-style-type: none"> <li>- offender names</li> <li>- dates of incidents</li> <li>- Location of incident</li> <li>- Senior Block Officer</li> <li>- Persons included in the incident</li> <li>- Actions taken to respond to the incident</li> <li>- Staff involved / witnessing the incident</li> </ul>	PERMANENT  Transfer to the Archives Service 10 years after action completed  (manage and migrate data to new platform during system upgrades)  Transfer hardcopy register to the Archives Service 10 years after last entry

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
1.8.10	<p>Register of complaints received in relation to youth justice services.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Offender Name</li> <li>- IJS Number</li> <li>- Complaint Category</li> <li>- Action taken to respond to the complaint</li> <li>- Date of complaint</li> <li>- Outcome</li> <li>- Date of Completion</li> </ul>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the Archives Service 10 years after last entry</p>
1.8.11	<p>Records of staff rosters and logs documenting staff attendances, absences, workings and shift swaps.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p> <p>(manage and migrate data to new platform during system upgrades)</p> <p>Transfer hardcopy register to the Archives Service 10 years after last entry</p>
1.8.12	<p>Register of people entering and leaving a youth detention centre, including visitors, volunteers, contractors and welfare officers. Includes names, dates, signatures and time in and time out.</p>	<p>PERMANENT</p> <p>Retain in organisation</p> <p>(manage and migrate data to new platform during system upgrades)</p>

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
1.8.13	Register of all dangerous letters disposed of that could pose an immediate danger to a person.	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.14	Register of all parcels inspected at a youth detention centre.  Includes: <ul style="list-style-type: none"> <li>- Addressee details</li> <li>- Sender details</li> <li>- Reason for reading, censoring or inspection</li> <li>- Details of any authorised substance or article found in the letter or parcel</li> <li>- Details of any action taken</li> </ul>	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.15	Register of youth detainee request forms for a support worker such as a councillor, aboriginal liaison Officer, or visitors.	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.16	Register of youth detainee movements both within and outside of the youth detention centre.  Includes: <ul style="list-style-type: none"> <li>- Offender Name</li> <li>- Date of movement</li> <li>- From location</li> <li>- To location</li> <li>- Method of movement</li> </ul>	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)



## 1. Youth Justice Services

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
	- Youth Justice Officer	
1.8.17	Register of head counts of youth detainees at a given place at any given time, also known as musters.  Includes records of offenders' not present but on authorised leave of absence during each count.	PERMANENT  Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.18	Register of tests on detainees for alcohol or illicit drugs.	PERMANENT  Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.19	Register of searches ordered by the Superintendent for the purposes of security or good order of the youth detention centres.  Includes screening searches, pat down searches and personal searches.	PERMANENT  Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.20	Register of adhoc inspections of the youth detention centres, including cell searches for contraband.	PERMANENT  Retain in organisation  (manage and migrate data to new platform during system upgrades)

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### 1.8 Control

The activities associated with creating, maintaining and evaluating control mechanism.

Class No.	Description of Records	Status and Disposal Action
1.8.21	Register of Property owned by a youth detainee that has been brought into the detention centre.	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.22	Register of contraband.	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)
1.8.23	Register of youth attending court, including court orders, running sheets, information sheets and daily court lists detailing youth due to appear before the court.	PERMANENT Retain in organisation  (manage and migrate data to new platform during system upgrades)

## 1. Youth Justice Services

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### 1.9 Grant Allocation

The process of administering the provision of grants to other organisations.

Class No.	Description of Records	Status and Disposal Action
1.9.1	Records documenting the receipt of applications from non-government sources for grant funding by the Department where the application was successful.  Includes applications, acknowledgement letters, funding agreements, remittance advices, financial reports, performance reports and acquittals.	TEMPORARY Destroy 25 years after grant acquitted
1.9.2	Records documenting unsuccessful applications made by organisations for grant funding from the Department.  Includes applications, acknowledgement letters and notifications of decisions.	TEMPORARY Destroy 5 years after action completed

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### 1.10 Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary, Ombudsman's and Commissioner's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No.	Description of Records	Status and Disposal Action
1.10.1	<p>Records documenting the Department's contribution and involvement in inquiries directly related to youth justice services.</p> <p>Includes department formal statements and submissions, responses to final reports and transcripts of oral evidence given by organisation staff.</p> <p>May include records documenting implementation of recommendations of the inquiry.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

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### 1.11 Investigations

The acts and processes involved in ascertaining facts by enquiry or examination.

Class No.	Description of Records	Status and Disposal Action
1.11.1	<p>Records documenting investigations into offences under the Act, such as a youth escaping from a detention centre, aiding or abetting an escapee, or failure to provide a young person with appropriate support and referrals. Includes investigations into the conduct of employees and contract service providers within detention centres by internal or external services and where there has been an incident or an accident has occurred with a youth detainee or staff member.</p> <p>Includes investigation reports, witness statements, file notes, surveillance footage, photos and other supporting documents.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

## 1. Youth Justice Services

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### 1.12 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No.	Description of Records	Status and Disposal Action
1.12.1	Final versions of strategic plans and frameworks in relation to youth justice services, such as the Youth Justice Framework.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.12.2	Records documenting the development and review of strategic plans and frameworks. Includes draft versions, advice received from stakeholders and file notes.	TEMPORARY Destroy 25 years after action completed

## 1. Youth Justice Services

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### 1.13 Policy

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.

Class No.	Description of Records	Status and Disposal Action
1.13.1	<p>Master set of policies and determinations in relation to youth justice services.</p> <p>Includes policy proposals, background research, consultation notes, formal draft versions, stakeholder notes and supporting documents.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.14 Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No.	Description of Records	Status and Disposal Action
1.14.1	<p>Master set of procedures and guidelines in relation to youth justice services.</p> <p>Includes consultation notes, formal draft versions, file notes and implementation plans.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>



## 1. Youth Justice Services

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### 1.15 Program Management

The activities associated with managing programs designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.15.1	<p>Final versions of programs approved by the Minister in relation to youth justice services, such as the Centre Cycle Program, Early Intervention, Youth Diversion Programs, Youth Bail Support Program, Seek Education or Employment Not Detention (SEED) Program and the Youth Outreach Engagement Program.</p> <p>Includes gazette notices, reviews, submissions, approvals, discussion papers, funding proposals, developments, draft versions, progress reports, implementation plans and related correspondence.</p> <p>May include joint ventures with Commonwealth, Local Government Authorities, other NT Government Departments and non-government organisations.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
1.15.2	<p>Records documenting the delivery of youth justice service programs.</p> <p>Includes delivery plans, risk assessments, referral and placement updates, certificates of participation, awards gained, logbooks, progress reports, file notes, minutes of meetings, statistics, photos and other related correspondence.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>
	<p>Use <b>Youth Detainee History</b> for records documenting case management files on individual youths in relation to community-based programs.</p>	

## 1. Youth Justice Services

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### 1.16 Project Management

The activities associated with managing projects designed to achieve the organisation's strategic plan objectives. Includes governance, management, planning and implementation.

Class No.	Description of Records	Status and Disposal Action
1.16.1	Final versions of projects in relation to youth justice services, includes project development documents.  Includes formal draft versions, progress reports, action plans and related correspondence.	PERMANENT  Transfer to the Archives Service 10 years after action completed
1.16.2	Records documenting the implementation of youth justice service projects.  Includes delivery plans, progress reports, file notes, minutes of meetings and other related correspondence.	TEMPORARY  Destroy 25 years after project completed

## 1. Youth Justice Services

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### 1.17 Reporting

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 an examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No.	Description of Records	Status and Disposal Action
1.17.1	Records documenting reports to the court from case managers in relation to alternative detention orders.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.2	Records documenting reports by official visitors into the treatment, behaviour and conditions for detainees in a youth detention centre, to the Minister as required under the Act, including specific reports as requested by the Minister where a copy has also been given to the CEO.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.3	Records documenting notifications of serious illness or death of a detainee at a youth detention centre to the CEO.  Includes notification to the detainee's next of kin, close relative, legal representative or other person.  May include notifications to the coroner of the death of a detainee by the CEO.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.4	Annual reports by the Youth Justice Advisory Committee as required under the Act.	PERMANENT Transfer to the Archives Service 10 years after action completed
1.17.5	Records documenting formal reports for senior management in relation to youth justice services, including cumulative and summary reports.	PERMANENT Transfer to the Archives Service 10 years after action completed

## 1. Youth Justice Services

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### 1.18 Surveillance

The activities associated with surveillance of facilities using closed circuit television (CCTV) and other surveillance systems as part of a security management and incident recording program, including the surveillance and monitoring of mail received at and sent from the facilities.

Class No.	Description of Records	Status and Disposal Action
1.18.1	Records documenting the inspection and delivery of mail addressed to a youth detainee that is not exempt correspondence.  Includes mail seized and withheld from the addressee, contraband discovered within correspondence and the censorship of mail.	TEMPORARY Destroy 10 years after action completed
1.18.2	Records containing open prisoner telephone system records, not required for legal proceedings as evidence for an investigation.	TEMPORARY Destroy 3 years after recording
1.18.3	Surveillance of youth detention facilities premises that have a maximum-security, minimum or medium security classification, and do not contain footage or audio of incidents or accidents that may require further investigation, including detainee transport vehicles.	TEMPORARY Destroy 12 months after recording
1.18.4	Camera footage and audio from body worn or other digital or analogue device that is collected when handling a youth detainee, that do not contain footage of incidents or accidents that may require further investigation.	TEMPORARY Destroy 12 months after recording
	For surveillance records that are or may be required as part of an investigation into an incident or an accident in relation to youth justice services use 1.11 INVESTIGATIONS.	

## 1. Youth Justice Services

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### 1.19 Youth Detainee History

The activities associated with managing individual youth lawfully detained in a detention centre. Includes custodial orders, incident reports, medical and risk assessments and movement records.

Class No.	Description of Records	Status and Disposal Action
1.19.1	<p>Records documenting the management of individual youth detainees under the Act, including youths subject to supervision under a non-custodial order where the detainee is subject to an investigation, public interest or controversy, or where incidents occur involving a death or serious injury while the detainee is in custody.</p> <p>Includes individual care plans, individual assessments, delivery of therapeutic interventions, offender management plans, case management services, psychiatric referrals, psychological assessments, medical assessments and observations, approved transfers and supervision of offenders to a health care facility or, accommodation placements, drug test results, movement and travel records of offenders between centres, programs, court attendance, court orders, medical clinics and risk assessments.</p> <p>Includes directions to youth detainees in relation to personal items, detainee buy sheets, and canteen buy sheets, incident reports, detainee request forms, leave permits, visitor arrangements.</p> <p>May include copies of family responsibility agreements as required under the Act and reviews of sentencing orders and appeals to the Supreme Court.</p> <p>May also include early release notifications that have been approved by the Superintendent for the detainee on genuine compassionate grounds for early release.</p>	<p>PERMANENT</p> <p>Transfer to the Archives Service 10 years after action completed</p>

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.19 Youth Detainee History

The activities associated with managing individual youth lawfully detained in a detention centre. Includes custodial orders, incident reports, medical and risk assessments and movement records.

Class No.	Description of Records	Status and Disposal Action
1.19.2	<p>Records documenting the management of individual youth detainees under the Act, including youths subject to supervision under a non-custodial order where the case is not deemed significant or subject to an investigation.</p> <p>Includes individual care plans, individual assessments, delivery of therapeutic interventions, offender management plans, case management services, psychiatric referrals, psychological assessments, medical assessments and observations, approved transfers and supervision of offenders to a health care facility or, accommodation placements, drug test results, movement and travel records of offenders between centres, programs, court attendance, court orders, medical clinics and risk assessments.</p> <p>Includes directions to youth detainees in relation to personal items, detainee buy sheets, and canteen buy sheets, incident reports, detainee request forms, leave permits, visitor arrangements.</p> <p>May include copies of family responsibility agreements as required under the Act and reviews of sentencing orders and appeals to the Supreme Court.</p> <p>May also include early release notifications that have been approved by the Superintendent for the detainee on genuine compassionate grounds for early release.</p>	<p>TEMPORARY</p> <p>Destroy 75 years from when the individual reaches 18 years of age</p>

## 1. Youth Justice Services

The function of providing for justice in relation to youths who have committed or alleged to have committed offences. Includes the establishment and management of the Youth Justice Advisory Committee, approval and delivery of youth justice programs, approval and monitoring youth detention centres, managing family responsibility agreements and orders, and other related matters as required under the *Youth Justice Act 2005*.

### 1.19 Youth Detainee History

The activities associated with managing individual youth lawfully detained in a detention centre. Includes custodial orders, incident reports, medical and risk assessments and movement records.

Class No.	Description of Records	Status and Disposal Action
1.19.3	Records documenting case files for youths that are not detained in a Youth Detention Centre and are managed under programs, such as the Youth Outreach and Re-Engagement Program.	TEMPORARY Destroy 75 years from when the individual reaches 18 years of age