

**Retention and Disposal Authority for Records of Anti-Corruption Function**

Authority number: PROS 10/15 VAR 2



PROS 10/15 VAR 2

**Retention and Disposal Authority for Records of  
Anti-Corruption Function**

Issued Date: 13/08/2018

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

### Variation 1

#### Public Records Act 1973(Section 12)

Retention & Disposal Authority for Records of Office of Police Integrity (PROS 10/15)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Records of Office of Police Integrity, issued as Public Record Office Standard (PROS 10/15) on 17/12/2010, as follows:

Class Number	Description of Change
1.1.1	Amendment to class to include index to complaint files transferred from Ombudsman Victoria
1.1.2	Amendment to class to include general enquiry files and complaints that were to be resolved informally in accordance with s 13 of the Ombudsman Act 1973 for internal resolution
2.0.0	Amendment to function description to improve clarity
2.1.2	Amendment to class to include Whistleblowers Protection Act and records transferred from Ombudsman Victoria
2.2.0	Amendment to activity description to clarify "that is held by the carrier when obtained" and "to enable the surveillance of private activity".
2.2.2	New class to cover records documenting the issuing and subsequent management of search warrants or public premises search applications to search and seize documents, photographs, disks, computers, storage devices, etc. as part of an investigation.
2.2.3	New class restricted to telecommunication interception warrants issued by AAT (previously covered by class 2.2.2)
2.2.4	New class restricted to surveillance device warrants issued by Magistrates' and Supreme Courts (previously covered by class 2.2.2)
2.3.0	Amendment to activity description to include stored communications

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

2.3.1	Amendment to class description to improve clarity
2.3.2	Class restricted to <i>original</i> records obtained under warrant with the use of telecommunications interception.
2.3.3	Class restricted to records <i>derived from</i> original records that were obtained under warrant with the use of telecommunications interception – includes duplicate recordings, transcripts, reports,
2.3.4	New class to cover records obtained and created under warrant related to storage communication access and surveillance devices (previously covered by 2.3.2)
2.3.5	Previously class 2.3.4
2.3.6	Expanded class to include authorisation records for telecommunications data
2.3.6	Previously class 2.3.5 description amended to improve clarity
4.3.0	New activity to cover Delegation Management
4.3.1	New class to cover records of delegation of statutory powers by the Director, Police Integrity and records of delegation of the Ombudsman's operational powers in accordance with the Ombudsman Act 1973 and transferred to the custody of the OPI.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Date of issue: 19/11/2012

Director and Keeper of Public Records

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

### Variation 2

#### Public Records Act 1973(Section 12)

Retention and Disposal Authority for Records of the Anti-Corruption Function (PROS 10/15)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard apply for Records of Office of Police Integrity, issued as Public Record Office Standard (PROS 10/15) on 17/12/2010, as follows:

- The title of PROS 10/15 is changed from 'Retention and Disposal Authority for Records of Office of Police Integrity' to 'Retention and Disposal Authority for Records of the Anti-Corruption Function'.
- Extension of the application of this Standard until varied or revoked.

Class number	Description of Change
1	Function expanded to include review of complaints and routine administrative tasks. Activity level descriptor removed
1.1	Previously class 1.1.1. Reference to Ombudsman removed.
1.2	Previously class 1.1.2. Amendment to class description to improve clarity.
1.3	Previously class 1.1.3. Amendment to class to include complaints resolved without investigation and specific references to Victoria Police
1.4	Previously class 1.1.4. Removed specific references to OPI and legislative references.
2	Function descriptor amended to remove reference to Victoria Police and broaden scope.
2.1.1	Expanded class to include both summary and case records.
2.1.2	Previously class 2.1.3. Legislative references removed
2.2	Description amended to improve clarity, classes rolled up and re-described to improve clarity

## Retention and Disposal Authority for Records of Anti-Corruption Function

**Authority number: PROS 10/15 VAR 2**

2.3	Description amended to improve clarity, classes rolled up and re-described to improve clarity.
2.3.1	Expanded class to include records gathered during an investigation/preliminary inquiry, informal investigation reports and other documents.
2.3.2	Expanded class to include further record types of telecommunications and surveillance device data, obtained under warrant
2.3.3	Previously class 2.3.5
2.3.4	Previously class 2.3.7. Expanded to included intelligence reports.
2.4	Description amended, removed legislative references
2.4.1	Description amended to improve clarity.
2.5	Specific reference to Director, Police Integrity removed.
2.5.1	Description amended to improve clarity.
2.7	New activity to include defensive firearms and equipment
2.7.1	New class to cover records of the use of defensive firearms and equipment
2.8	New activity, Contempt
2.8.1	New class to cover records of the charge and arrest of persons for contempt
3	Function description amended to remove reference to Victoria Police and broaden scope
3.1	Description amended to remove reference to Victoria Police.
3.1.1	Description amended to remove reference to Victoria Police.
3.1.2	Previously class 3.1.1. Description amended to remove reference to Victoria Police

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

3.1.3	New class to cover records of the use of law enforcement databases, information system audits, internal audits and audits of assumed identity records.
3.2	Description amended to remove reference to Victoria Police.
3.3	Description amended to remove legislative reference
3.3.1	Description amended to remove legislative reference and broadened to include records of reviews of legislative recordkeeping requirements of police.
4	Description amended to reflect the Anti-Corruption function more broadly.
4.1	Previously activity 4.1.0. Amendment to activity to improve clarity and more closely reflect the Anti-Corruption function.
4.1.1	Class re-described, final reports to be retained permanently.
4.1.2	Re-scoped to cover facilitative records.
4.2	Class title changed
4.2.1	Former class 4.2.1 and 4.2.2 combined into one class.
4.3.0	Delegation management removed, covered by Common Administrative Records RDA

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood  
Director and Keeper of Public Records

Date of issue: 13/08/2018

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

# Copyright Statement

© State of Victoria 2018



Except for any logos, emblems, and trade marks, this work (PROS 10/15 VAR 2 Anti-Corruption Function) is licensed under a Creative Commons Attribution 4.0 International license, to the extent that it is protected by copyright. Authorship of this work must be attributed to the Public Record Office Victoria. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>

## Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Standard.

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

## Retention and Disposal Authority for Records of Anti-Corruption Function

<b>Retention and Disposal Authority No</b>	PROS 10/15 VAR 2
<b>Scope</b>	RDA authorises the disposal of records of Anti-Corruption agencies including the Independent Broad Based Anti-Corruption Commission; Office of Police Integrity
<b>Status</b>	Issued by Keeper
<b>Issue Date</b>	13/08/2018



## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

List of Functions and Activities covered
--

Reference	Function	Activity	Page
1	COMPLAINTS MANAGEMENT		15
2	INVESTIGATIONS MANAGEMENT		17
2.1		Case Management	17
2.2		Management of Summonses, Warrants and Applications	18
2.3		Collection and Control of Evidence and Intelligence	20
2.4		Authorisation and Use of Assumed Identities	23
2.5		Authorisation and Conduct of Controlled Operations	24
2.6		Human Source (Informers) Management	24
2.7		Defensive Equipment and Firearms	25
2.8		Contempt	25
3	AUDITS, REVIEWS AND MONITORING		25
3.1		Audits	25
3.2		Reviews	26
3.3		Monitoring Police Compliance with Legislative Obligations	27

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

List of Functions and Activities covered

Reference	Function	Activity	Page
4	CORRUPTION PREVENTION		27
4.1		Research	27
4.2		Communication and Engagement	28

# Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

## Introduction

---

### Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

### Context of this Authority

#### Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from [www.prov.vic.gov.au](http://www.prov.vic.gov.au). These documents set out the procedures that must be followed by Victorian public offices.

#### Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

## Retention and Disposal Authority for Records of Anti-Corruption Function

### Authority number: PROS 10/15 VAR 2

For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

### Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

## Retention and Disposal Authority for Records of Anti-Corruption Function

**Authority number: PROS 10/15 VAR 2**

### **Transfer of records to Public Record Office Victoria**

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

### **Use of Other Authorities**

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

### **Explanation of Authority Headings**

#### **Class Number**

The class number or entry reference number provides citation and ease of reference.

#### **Description**

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

#### **Status**

This entry provides the archival status of each class - either permanent or temporary.

#### **Custody**

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 - Management of Electronic Records (Version 2). The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

### Concurrence of Public Office

This Authority has the concurrence of:

---

Name: Michael Strong

Position: Director, Police Integrity

Date: 15/10/2010

---

### Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to Independent broad-based Anti-Corruption Commission (IBAC); Office of Police Integrity. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

**Justine Heazlewood**, Keeper of Public Records

Date of Issue: 13/08/2018

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
1	<b>COMPLAINTS MANAGEMENT</b>	<p>The management of complaints, disclosures and notifications made to the Anti-Corruption agency (e.g. about misconduct or corruption) that do not proceed to formal investigation. Includes the assessment and handling of matters received, as well as complaints and notifications referred to another person or body for investigation.</p> <p>This function also includes the review of complaints that have been managed by an external agency (e.g. Victoria Police) in response to allegations of misconduct and/or corruption and <b><u>which do not proceed to a formal investigation by the Anti-Corruption agency.</u></b></p> <p>The performance of the function is supported by routine administrative tasks such as:</p> <ul style="list-style-type: none"> <li>• providing and receiving advice</li> <li>• arranging meetings</li> <li>• evaluating and reviewing information and materials</li> <li>• reporting</li> <li>• developing policies and procedures</li> </ul> <p>[Use 2.0 Investigations Management for complaints that lead to investigations]</p>		
1.1	<b>Summary of Complaints Received</b>	A summary of complaints and notifications received by the Anti-Corruption agency which do not proceed to a formal investigation. Includes:	Permanent	Retain as State Archives, Transfer to PROV

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLAINTS MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• case identification data</li> <li>• name of complainant/notifier and concerned parties</li> <li>• type of matter</li> <li>• summary of details</li> <li>• outcomes and recommendations.</li> </ul>		
1.2	<b>Assessment of Complaints not Pursued</b>	<p>The assessment and handling of complaints or notifications made to the Anti-Corruption agency which are not pursued because:</p> <ul style="list-style-type: none"> <li>• They are not within the jurisdiction of the Anti-Corruption agency or are not related to its functions; or</li> <li>• They are determined to be trivial, frivolous, vexatious; or</li> <li>• They lack substance or credibility; or</li> <li>• The matter has already been the subject of a complaint or notification that was investigated or otherwise dealt with; or</li> <li>• They were not made genuinely, or were made primarily for a mischievous purpose; or</li> <li>• They relate to conduct that occurred at too remote a time to justify investigation; or</li> <li>• The person making the complaint delayed in doing so and has not provided a satisfactory explanation for the delay; or</li> </ul>	Temporary	Destroy 5 years after last action.



## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>COMPLAINTS MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• The person making the complaint requested it not be investigated; or</li> <li>• Referral of the matter would prejudice an investigation or legal proceeding.</li> </ul>		
1.3	<b>Complaints Resolved without Investigation</b>	<ul style="list-style-type: none"> <li>• The assessment and handling of complaints and notifications which are resolved without proceeding to a formal investigation.</li> <li>• Assessment, monitoring and review of complaints managed by another agency, such as Victoria Police.</li> </ul>	Temporary	Destroy 15 years after last action.
1.4	<b>Complaints Referred</b>	The referral of complaints and notifications by the Anti-Corruption agency to other persons and bodies for investigation. Includes information and investigation reports received from the entity that received the referral.	Temporary	Destroy 30 years after last action.
2	<b>INVESTIGATIONS MANAGEMENT</b>	The management of investigations and preliminary inquiries following receipt of a complaint, disclosure, or notification or on the agency's 'own motion'. Includes case management, the use of investigative powers (such as warrants and summonses), the management of evidence and intelligence, and the use of investigative tools such as assumed identities.		
2.1	<b>Case Management</b>	Management of investigations and preliminary inquiries. Includes the planning and undertaking of investigations; reporting on outcomes, findings and recommendations. Also includes the conduct of any		

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Case Management</i>				
2.1.1	<b>Records of continuing value documenting:</b>	<p>court proceedings.</p> <p><u>Summary record of investigations</u> and preliminary inquiries. Includes catalogued or indexed file number, concerned parties, type of investigation, outcomes and recommendations. Includes electronic case management and hard copy indexes.</p> <p><u>Major investigations' Case Records</u>, i.e. investigations into corrupt conduct and misconduct. Includes investigations that are initiated on the agency's 'own motion' or from a complaint, or disclosure. Includes reports, findings and recommendations.</p> <p>This class includes investigations which may have been conducted by a predecessor or other agency, responsibility for which has been transferred to the Anti-Corruption agency.</p>	Permanent	Retain as State Archives, Transfer to PROV
2.1.2	<b>Records documenting:</b>	<ul style="list-style-type: none"> <li>• Conduct of routine investigations into less serious conduct</li> <li>• Monitoring of disciplinary investigations which were referred to police or applicable agency for internal resolution</li> <li>• Application, disclosure and management of information, including evidence and intelligence, which has been disclosed to external organisations permitted under legislation.</li> </ul>	Temporary	Destroy 30 years after case closed.
2.2	<b>Management of Summonses,</b>	The application, issue and management of		

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*INVESTIGATIONS MANAGEMENT - Management of Summonses, Warrants and Applications*

	<b>Warrants and Applications</b>	summonses, confidentiality notices and/or warrants.		
2.2.1	<b>Records documenting:</b>	<p>The issue and subsequent management of summonses, confidentiality notices and warrants;</p> <ul style="list-style-type: none"> <li>• to compel witnesses to appear at an examination to give evidence and/or to produce documents or other materials</li> <li>• telecommunications interception warrants and stored communications warrants.</li> <li>• surveillance device warrants</li> <li>• to arrest persons who fail to appear in accordance with a witness summons. Includes records documenting any related action, such as bail proceedings or holding the arrested person in custody</li> <li>• the exercise of powers by authorised officers to enter police personnel premises, conduct searches and seize documents or items</li> <li>• the application to external parties (eg: Australian Securities and Investments Commission (ASIC), Australia Post, Centrelink, Transurban, CityLink and VicRoads) to obtain evidence that may assist in investigations, such as bank records, tax records, driver license information and closed-circuit television (CCTV) footage.</li> <li>• a summary of information collected in the</li> </ul>	Temporary	Destroy 30 years after last action.

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Management of Summonses, Warrants and Applications</i>				
		<p>course of an investigation from all toll road operators about vehicles and persons using the toll road. Includes details of type of information collected, nature of use or disclosure of information and the reason for use or disclosure of information</p> <ul style="list-style-type: none"> <li>• to search premises, vehicles or other places</li> <li>• inspect, copy or seize documents or materials as part of an investigation.</li> </ul>		
2.2.2	<b>Records documenting:</b>	The application, issue and management of journalist information warrants (issued by the Federal Circuit Court).	Temporary	Destroy after in accordance with legislative requirements.
2.3	<b>Collection and Control of Evidence and Intelligence</b>	<p>The collection, control and ongoing management of evidence and intelligence including;</p> <ul style="list-style-type: none"> <li>• witness statements,</li> <li>• telecommunications interception information,</li> <li>• stored communications</li> <li>• telecommunications data</li> <li>• surveillance device material</li> <li>• items obtained during search warrants by summons or through the use of authorised powers</li> <li>• information or evidence obtained by summons or through the use of authorised powers</li> </ul>		

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*INVESTIGATIONS MANAGEMENT - Collection and Control of Evidence and Intelligence*

		<ul style="list-style-type: none"> <li>• information obtained through the use of assumed identities and controlled operations.</li> </ul> <p>Intelligence refers to information that has been analysed and used to inform decision making, avenues of inquiry, investigative strategies, support the gathering of evidence and to assist with the proof of evidence.</p>		
2.3.1	<b>Records documenting:</b>	<ul style="list-style-type: none"> <li>• operational arrangements and plans for the installation or removal of surveillance devices under warrant</li> <li>• physical surveillance (non-warrant) of a person of interest (of non-private activity)</li> <li>• rostering of surveillance staff and the delegation of tasks to other members of the investigation</li> <li>• records of information, items or evidence gathered during the course or in anticipation of an investigation or preliminary inquiry, or through the use of authorised powers</li> <li>• informal investigation reports</li> <li>• other documents created to support collection and control of evidence and intelligence.</li> </ul> <p>[See class 2.3.2 for records covering evidence gathered under telecommunications interception, stored communications, telecommunication data or surveillance device warrant]</p>	Temporary	Destroy 10 years after completion of the investigation, preliminary inquiry or legal proceedings.

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Collection and Control of Evidence and Intelligence</i>				
2.3.2	<b>Records documenting:</b>	<ul style="list-style-type: none"> <li>• Applications for telecommunications data, authorisations for the disclosure of telecommunications data, notifications, revocations, evidentiary certificates and reports</li> <li>• Original records obtained (under warrant) through the use of telecommunications interception (i.e. records classified by the Anti-Corruption agency as originals and defined as 'restricted records' under the legislation).</li> <li>• Original, duplicate and derived records obtained (under warrant) through accessing stored communications and using surveillance devices. Includes recordings, transcripts, reports and monitoring and observation records of the conversations, movements or actions of persons of interest.</li> <li>• Records obtained through the exercise of powers pursuant to Chapter 4 of the Telecommunications (Interception and Access) Act 1979 (Cth) e.g. telecommunications data and associated documentation. Includes IPNDs, call charge records, subscriber checks (existing telecommunications data); real-time call associated data or location based searches (prospective telecommunications data) not obtained pursuant to a journalist information warrant.</li> </ul>	Temporary	Destroy after In accordance with relevant legislation or in the absence of a legal requirement, destroy when no longer needed.

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Collection and Control of Evidence and Intelligence</i>				
		<ul style="list-style-type: none"> <li>• Records derived wholly or in part from original records that were obtained under warrant with the use of telecommunications interception (i.e. lawfully intercepted information). Includes duplicate recordings, transcripts, and reports.</li> </ul>		
2.3.3	<b>Records documenting:</b>	<p>Information (including photos, disks, computers, storage devices) gathered for evidence during the course of an investigation which is not required to be retained as part of the investigation and which is either:</p> <ul style="list-style-type: none"> <li>• not wanted by the owner, or</li> <li>• unable to be returned to the owner.</li> </ul> <p>Includes information gathered for evidence obtained voluntarily or through the use of search warrants and authorised powers.</p>	Temporary	Destroy 1 year after reasonable efforts have been made to return the items.
2.3.4	<b>Records documenting:</b>	<ul style="list-style-type: none"> <li>• Official diaries of Anti-Corruption agency officers which record duties performed, rest days, leave etc.</li> <li>• Intelligence reports and records derived from the agency's own internal databases and other sources, as well as Victoria Police databases.</li> </ul>	Temporary	Destroy 30 years after last entry.
2.4	<b>Authorisation and Use of Assumed Identities</b>	The authorisation and use of assumed identities, where a person purports to have an identity that is not their true identity, in accordance with legislation		

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Authorisation and Use of Assumed Identities</i>				
		or for security purposes.		
2.4.1	<b>Records documenting</b>	<ul style="list-style-type: none"> <li>• summary record or register of assumed identities</li> <li>• issue and management of assumed identities, including authorisation, variation and cancellation</li> </ul>	Temporary	Destroy 75 years after deregistration of the Assumed Identity.
2.5	<b>Authorisation and Conduct of Controlled Operations</b>	The authorisation and conduct of controlled operations that enable (in accordance with legislation) the Anti-Corruption agency, its officers and/or other persons to engage in conduct that might otherwise involve criminal conduct to obtain evidence that might lead to a prosecution.		
2.5.1	<b>Records of continuing value documenting:</b>	The authorisation, conduct or management of controlled operations, including; <ul style="list-style-type: none"> <li>• applications and the determination of application for controlled operations</li> <li>• variation, cancellation, reporting and monitoring of controlled operations</li> <li>• any register or summary information of controlled operations</li> </ul>	Permanent	Retain as State Archives, Transfer to PROV
2.6	<b>Human Source (Informers) Management</b>	The recruitment, registration and management of human sources (informers) to assist in gathering intelligence and evidence.		



## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INVESTIGATIONS MANAGEMENT - Human Source (Informers) Management</i>				
2.6.1	<b>Records documenting:</b>	The recruitment, registration and management of human sources (informers). Includes any register or summary of such information.	Temporary	Destroy 75 years after deregistration of the source.
2.7	<b>Defensive Equipment and Firearms</b>	Use of defensive equipment and firearms.		
2.7.1	<b>Records documenting:</b>	The use and management of defensive equipment, firearms, and ammunition. Includes authorisation, acquisition, disposal, issue, use, storage, maintenance, and training.	Temporary	Destroy 7 years after deregistration of firearms and defensive equipment.
2.8	<b>Contempt</b>	Charging and arresting a person for contempt.		
2.8.1	<b>Records documenting:</b>	The charge and arrest of persons for contempt of the relevant Victorian integrity agency or body, including any related action, such as court proceedings and holding the person in custody.	Temporary	Destroy 7 years after last action.
3	<b>AUDITS, REVIEWS AND MONITORING</b>	The audit, review and monitoring of agencies' policies, practices and procedures to ensure compliance with, e.g. agreed or legislated standards, and to support professionalism and effectiveness. Performance of audits, reviews and monitoring may lead to reports, including Parliamentary reports, and recommendations.  Includes inspections to monitor compliance with legislative requirements.		
3.1	<b>Audits</b>	The conduct of audits of agencies' policies, practices, procedures and recordkeeping. Audits may be the		

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>AUDITS, REVIEWS AND MONITORING - Audits</i>				
		basis for reviews and Parliamentary Reports, and may monitor compliance with recommendations.		
3.1.1	<b>Records of continuing value documenting:</b>	Audits undertaken that result in subsequent reviews or Parliamentary reports.	Permanent	Retain as State Archives, Transfer to PROV
3.1.2	<b>Records documenting:</b>	Audits undertaken that do not result in reviews or Parliamentary reports.	Temporary	Destroy 20 years after completion of audit.
3.1.3	<b>Records documenting:</b>	<ul style="list-style-type: none"> <li>• initial assessments of employee use of law enforcement databases that scope the need for full audit</li> <li>• detailed employee use of law enforcement database</li> <li>• information system audits</li> <li>• internal audits carried out by the Anti-Corruption agency, as required by legislation</li> <li>• audits of assumed identity records of the agency</li> </ul>	Temporary	Destroy 7 years after audit or investigation completed.
3.2	<b>Reviews</b>	The conduct of reviews of particular aspects of the public sector or police, including reviewing systems, processes and procedures.		
3.2.1		Records documenting detailed reviews of particular aspects of the public sector or police. Includes reports on reviews which make recommendations for improvement and Parliamentary reports.	Permanent	Retain as State Archives, Transfer to PROV

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>AUDITS, REVIEWS AND MONITORING - Monitoring Police Compliance with Legislative Obligations</i>				
3.3	<b>Monitoring Police Compliance with Legislative Obligations</b>	Statutory monitoring of compliance with legislative obligations by police. Includes records of inspections and reporting on results.		
3.3.1	<b>Records documenting:</b>	Agency reviews of legislative recordkeeping requirements of police. Includes findings and recommendations for improvement, included in Parliamentary reports.	Temporary	Destroy 15 years after last action.
4	<b>CORRUPTION PREVENTION</b>	The prevention of corruption and misconduct in the public sector and police.  Includes research into best practice, effects of corruption, emerging issues, and preventative practices. Communication and engagement programs concerned with corruption prevention.		
4.1	<b>Research</b>	The conduct of research into corruption prevention and education initiatives within Australia and internationally. Includes research into emerging corruption issues, practices which prevent corruption, and strategies for education and communication.		
4.1.1		Final research reports to establish best practice.	Permanent	Retain as State Archives, Transfer to PROV
4.1.2		Records that facilitate research. Includes reference materials gathered, project scope, planning and consultation.	Temporary	Destroy 10 years after completion of research.

## Retention and Disposal Authority for Records of Anti-Corruption Function

Authority number: PROS 10/15 VAR 2

No	Function/Activity	Description	Status	Disposal Action
----	-------------------	-------------	--------	-----------------

*CORRUPTION PREVENTION - Communication and Engagement*

4.2	<b>Communication and Engagement</b>	The development and implementation of communication and engagement programs – e.g. on the impacts and prevention of corruption and serious misconduct. Includes identifying areas of the public sector or police susceptible to corruption; building the capacity of agencies and the community about the effects and impact of corruption and misconduct.		
4.2.1	<b>Records of short term administrative value:</b>	<ul style="list-style-type: none"> <li>• Development of communication and engagement programs on corruption prevention.</li> <li>• Delivery of communication and engagement programs on corruption prevention. Includes attendance records and responses to surveys documenting feedback from participants.</li> </ul> <p><i>See PROS 16-02 Non-Accredited Training for records of non-accredited training</i></p>	Temporary	Destroy 7 years after program is replaced or discontinued.