

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3



PROS 11/02 VAR 3

**Retention and Disposal Authority for Records of
the Supreme Court**

Status Date: 12/05/2017

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Supreme Court (PROS 11/02)

Variation 1:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Records of the Supreme Court, issued as Public Record Office Standard (PROS) 11/02 on 21/03/2011, as follows:

- Inclusion of new classes 2.1.3, 2.1.4, 2.1.5 and 2.1.6 under the function 2.0.0 Funds in Court Administration

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 18 December 2013

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Supreme Court (PROS 11/02)

Variation 2:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to Records of the Supreme Court, issued as Public Record Office Standard (PROS) 11/02 on 21/03/2011, as follows:

- Expansion of class 2.1.3 to include orders made by the Senior Master, or another Associate Judge, or Judicial Registrar.
- Inclusion of cross references in classes 2.1.4, 2.1.5 and 2.1.6.
- Removal of reference to the Senior Master in 2.0.0 & 2.1.0 to reflect the current administrative name of the Funds in Court office.

This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 18 March 2014

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

Public Records Act 1973

(Section 12)

Retention & Disposal Authority for Records of the Supreme Court (PROS 11/02)

Variation 3:

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Supreme Court, issued as Public Record Office Standard (PROS) 11/02 on 21/03/2011, as follows:

Extension of the application of this Standard until varied or revoked

- Revision of function 1.0.0 Case Management, to expand classes for Common Law Division records:

Class no.	Description	Disposal Action
1.4.2	Records of Common Law cases that: <ul style="list-style-type: none">• are subsequently appealed to the Court of Appeal,• set a precedent,• are reported on in Austlii or the Victorian Law Report,• appear in the Supreme Court Library's catalogue of unreported judgements,• are deemed by the Trial Judge to be significant and noted as such,• are appeal cases from the County Court, the Magistrates' Court, the Victorian Civil & Administrative Tribunal and other tribunals, that have a determination or judgment handed	Permanent Retain as State Archives, Transfer to PROV.

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	<p>down</p> <ul style="list-style-type: none"> • relate to asbestos and claims for asbestos related illness or injury such as mesothelioma and other forms of asbestosis, or • have attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and notices of discontinuance.</p>	
1.4.3	<p>Records of Common Law division cases that:</p> <ul style="list-style-type: none"> • are not subsequently appealed to the Court of Appeal, • do not set a precedent, • are not reported on in Austlii or the Victorian Law Report, • do not appear in the Supreme Court Library's catalogue of unreported judgements, • are not deemed by the Trial Judge to be significant and noted as such, • are Judicial Review from the Magistrates' Court the Victorian Civil and Administrative Tribunal or tribunals that are discontinued, dismissed or do not have a determination, or • have not attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and notices of discontinuance.</p> <p>Excludes the final judgment of the Court.</p> <p>Excludes records related to personal injury. [For personal injury case records, see classes 1.4.7 and 1.4.8]</p>	<p>Temporary</p> <p>Destroy 15 years after the case is finalised.</p>

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- Addition of the following new record classes for function 1.0.0 Case Management, to provide coverage across Criminal Division, Commercial & Equity Division, Common Law Division, and Court of Appeal records:

Class no.	Description	Disposal Action
1.2.4	All matters relating to the confiscation of property under the <i>Confiscation Act 1997</i> , including forfeiture orders, freezing orders and unexplained wealth restraining orders.	Permanent Retain as State Archives, Transfer to PROV.
1.3.5	Probate disputes which result in an amendment to a will, or distribution, or that are finalised with a judgment or order.	Permanent Retain as State Archives.
1.3.6	Probate matters that are discontinued, settled via mediation and/or with consent minutes and do not result in a change in distribution of a will, or a judgment.	Temporary Destroy 15 years after action completed.
1.4.7	Personal Injury case records in which the plaintiffs were adults at the time the original injury occurs. This includes cases where the action is discontinued or withdrawn. [For records of common law cases related to asbestos and claims for asbestos related illness or injury, see class 1.4.2]	Temporary Destroy 75 years after original order is made.
1.4.8	Personal Injury case records in which the plaintiffs were children or where the action is taken on behalf of a child. [For records of common law cases related to asbestos and claims for asbestos related illness or injury, see class 1.4.2]	Temporary Destroy 99 years after original order is made.
1.5.3	Records received and created by the Court of Appeal to hear Civil Appeals from the Commercial & Equity division and the Common Law division of the Court that are discontinued or withdrawn.	Temporary Destroy 15 years after last action.

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This Variation shall have effect from its date of issue.

[signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 12/05/2017

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Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

Retention and Disposal Authority for Records of the Supreme Court

Retention and Disposal Authority No	PROS 11/02 VAR 3
Scope	This RDA authorises the disposal of records created by the Supreme Court of Victoria; and Victoria Legal Admissions Board (function 3 only).
Status	Issued by Keeper
Issue Date	12/05/2017

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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. 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.

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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.

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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*

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Concurrence of Public Office

This Authority has the concurrence of:

[signed]

Name: M.L. Warren

Position: Chief Justice

Date: 09/03/2011

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 Supreme Court of Victoria. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked prior to that date.

[signed]

Justine Heazlewood, Director & Keeper of Public Records

Date of Issue: 21/03/2011

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No	Function/Activity	Description	Status	Disposal Action
1	CASE MANAGEMENT	The management of cases within the jurisdiction of the Supreme Court, including the Court of Appeal, from registration through hearing and final outcome. Includes criminal, commercial and equity and common law cases. Applications may include cases that do not proceed to a hearing.		
1.1	Registration and Control	The activities related to the registration and management of cases throughout the Court.		
1.1.1		The records that uniquely identify each individual case heard or administered by the Supreme Court and the Court of Appeal. Includes hard copy registers and indices and the registration data contained in any electronic case management system.	Permanent	Retain as State Archives, Transfer to PROV
1.1.2		The records documenting the scheduling of all cases heard in the Supreme Court, including the Court of Appeal. Includes diaries, case listings, courtroom bookings and allocation of judicial officers to a particular case. Includes the associated data contained in the electronic case management system.	Temporary	Destroy 5 years after last action.
1.2	Criminal Division	The hearing of cases of treason, murder, attempted murder and other criminal matters heard by the Trial Division of the Supreme Court.		
1.2.1		Criminal case records created and filed by the court during a Criminal Case proceeding. Includes presentments, bail applications, sentencing remarks,	Permanent	Retain as State Archives, Transfer to

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Criminal Division</i>				
		suppression orders and revocations and final judgments.		PROV
1.2.2		Surveillance device warrants issued to enforcement agencies to undertake surveillance. Includes warrant issued under the <i>Surveillance Device Act 1999</i> and the <i>Listening Devices Act 1969</i> .	Temporary	Destroy 7 years after last action.
1.2.3		Witness Protection Orders made under the <i>Witness Protection Act 1991</i> regarding change of identity for the protection of witnesses in criminal matters.	Permanent	Retain as State Archives, Transfer to PROV
1.2.4		All matters relating to the confiscation of property under the <i>Confiscation Act 1997</i> , including forfeiture orders, freezing orders and unexplained wealth restraining orders.	Permanent	Retain as State Archives, Transfer to PROV
1.3	Commercial and Equity Division	<p>The Commercial & Equity Trial division deals with matters that need adjudication due to the breakdown of commercial agreements.</p> <p>Commercial matters include liquidations, breaches of agreements and failure to produce goods and services.</p> <p>The Commercial division includes disputes about shipping and maritime matters (the Admiralty list), disputes about building, technology and engineering as well as intellectual property matters.</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Commercial and Equity Division</i>				
		The Equity division is concerned with probate matters, such as disputes about the authenticity and validity of a will and the proper administration of a deceased person's property, and Trust matters including adjudicating in <i>Charities Act 1978</i> matters.		
1.3.1		The record of the final orders and judgments of the Court in the Commercial & Equity Division.	Permanent	Retain as State Archives, Transfer to PROV
1.3.2		<p>Records of Commercial & Equity division cases that:</p> <ul style="list-style-type: none"> • are subsequently appealed to the Court of Appeal, • set a precedent, • are reported on in Austlii or the Victorian Law Report, • appear in the Supreme Court Library's catalogue of unreported judgements, • are deemed by the Trial Judge to be significant and noted as such, or • have attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and</p>	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Commercial and Equity Division</i>				
1.3.3		<p>notices of discontinuance.</p> <p>Records of Commercial & Equity division cases that:</p> <ul style="list-style-type: none"> • are not subsequently appealed to the Court of Appeal, • do not set a precedent, • are not reported on in Austlii or the Victorian Law Report, • do not appear in the Supreme Court Library's catalogue of unreported judgments, • are not deemed by the Trial Judge to be significant and noted as such, or • have not attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and notices of discontinuance.</p> <p>Excludes the final judgment of the Court.</p>	Temporary	Destroy 15 years after the case is finalised.
1.3.4		Records documenting the management and granting of probate which is proving a will as authentic or valid.	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Commercial and Equity Division</i>				
		Probate case records consist of originating motions, searches, affidavit and advertisement, affidavits of executors and administrators, death certificates, inventories, original wills, Registrar's Orders and copy parchments.		
1.3.5		Probate disputes which result in an amendment to a will, or distribution, or that are finalised with a judgment or order.	Permanent	Retain as State Archives, Transfer to PROV
1.3.6		Probate matters that are discontinued, settled via mediation and/or with consent minutes and do not result in a change in distribution of a will, or a judgment.	Temporary	Destroy 15 years after action completed.
1.4	Common Law Division	<p>The Common Law Trial division deals with matters such as:</p> <ul style="list-style-type: none"> • claims for damages arising out of personal injury, • claims for damages for economic loss, • industrial and employment law matters, • land law matters, • property disputes between de facto partners, • matters under the <i>Crimes (Mental Impairment and Unfitness to be Tried) Act 1997</i> other than 		

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Common Law Division</i>				
		<p>those relevant to the trial of an accused person,</p> <ul style="list-style-type: none"> • administrative law proceedings including adoption applications and applications for Wards of the Court , and • appeals from other jurisdictions such as the County Court, the Magistrates' Court, the Victorian Civil & Administrative Tribunal and other tribunals. 		
1.4.1		The record of the final orders and judgments of the Court in the Common Law Division.	Permanent	Retain as State Archives, Transfer to PROV
1.4.2		<p>Records of Common Law cases that:</p> <ul style="list-style-type: none"> • are subsequently appealed to the Court of Appeal, • set a precedent, • are reported on in Austlii or the Victorian Law Report, • appear in the Supreme Court Library's catalogue of unreported judgements, • are deemed by the Trial Judge to be significant and noted as such, 	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Common Law Division</i>				
		<ul style="list-style-type: none"> • are appeal cases from the County Court, the Magistrates' Court, the Victorian Civil & Administrative Tribunal and other tribunals, that have a determination or judgment handed down • relate to asbestos and claims for asbestos related illness or injury such as mesothelioma and other forms of asbestosis, or • have attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and notices of discontinuance.</p>		
1.4.3		<p>Records of Common Law division cases that:</p> <ul style="list-style-type: none"> • are not subsequently appealed to the Court of Appeal, • do not set a precedent, • are not reported on in Austlii or the Victorian Law Report, • do not appear in the Supreme Court Library's catalogue of unreported judgements, • are not deemed by the Trial Judge to be 	Temporary	Destroy 15 years after the case is finalised.

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Common Law Division</i>				
		<p style="text-align: center;">significant and noted as such,</p> <ul style="list-style-type: none"> • are Judicial Review from the Magistrates' Court the Victorian Civil and Administrative Tribunal or tribunals that are discontinued, dismissed or do not have a determination, or • have not attracted public interest. <p>Case records may consist of initiating proceedings, defences, interrogatories, exhibit lists, questions for a jury to answer, file notes, subpoena receipts and notices of discontinuance.</p> <p>Excludes the final judgment of the Court.</p> <p>Excludes records related to personal injury. [For personal injury case records, see classes 1.4.7 and 1.4.8]</p>		
1.4.4		Orders and certificates of adoption created and granted in the Supreme Court. Includes orders and registers created before the <i>Adoption Act</i> 1984.	Permanent	Retain as State Archives, Transfer to PROV
1.4.5		Copies provided to the Supreme Court of adoption certificates and orders made under Part V of the <i>Adoption Act</i> 1984 originating from the County Court.	Temporary	Destroy 7 years after the order is made.
1.4.6		Records created and received for cases to make a minor a Ward of the Court to manage their affairs or for their protection and welfare. Includes Orders	Permanent	Retain as State Archives, Transfer to PROV

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Common Law Division</i>				
		made under section 102 of the <i>Supreme Court Act</i> 1986.		
1.4.7		<p>Personal Injury case records in which the plaintiffs were adults at the time the original injury occurs. This includes cases where the action is discontinued or withdrawn.</p> <p>[For records of common law cases related to asbestos and claims for asbestos related illness or injury, see class 1.4.2]</p>	Temporary	Destroy 75 years after original order is made.
1.4.8		<p>Personal Injury case records in which the plaintiffs were children or where the action is taken on behalf of a child.</p> <p>[For records of common law cases related to asbestos and claims for asbestos related illness or injury, see class 1.4.2]</p>	Temporary	Destroy 99 years after original order is made.
1.5	Court of Appeal	The Court of Appeal, under Section 10 of the <i>Supreme Court Act</i> 1986, has jurisdiction to hear and determine appeals from cases initially heard in the Trial Division of the Supreme Court, appeals from cases heard in the County Court and from other jurisdictions.		
1.5.1		Records received and created by the Court to hear Criminal Appeals from the Trial division of the	Permanent	Retain as State Archives, Transfer to

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No	Function/Activity	Description	Status	Disposal Action
<i>CASE MANAGEMENT - Court of Appeal</i>				
		Supreme Court and from the County Court. Includes notice of appeal, return of prisoners, presentment, affidavits, exhibits, correspondence, result of appeal.		PROV
1.5.2		Records received and created by the Court of Appeal to hear Civil Appeals from the Commercial & Equity division and the Common Law division of the Court, and appeals from other jurisdictions. Includes notice of appeal, summons, affidavits, setting down for hearing, correspondence, Judgments and Orders.	Permanent	Retain as State Archives, Transfer to PROV
1.5.3		Records received and created by the Court of Appeal to hear Civil Appeals from the Commercial & Equity division and the Common Law division of the Court that are discontinued or withdrawn.	Temporary	Destroy 15 years after last action.
2	FUNDS IN COURT ADMINISTRATION	<p>Funds in Court receipt and administration of all monies paid into Court. Includes the administration of payments relating to compensation and personal injury (award payments) and those funds relating to dispute monies or security for costs (non-award payments).</p> <p>[For records of other functions undertaken to support the administration of Funds in Court such as the development of IT systems, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
2.1	Management of Accounts	The management of accounts, including the preparation of financial statements undertaken by		

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No	Function/Activity	Description	Status	Disposal Action
<i>FUNDS IN COURT ADMINISTRATION - Management of Accounts</i>				
		Funds in Court for monies paid into court.		
2.1.1		The summary records of monies paid into Court and invested by the Senior Master on behalf of payees. Includes annual financial statements.	Permanent	Retain as State Archives, Transfer to PROV
2.1.2		Records documenting the financial transactions of the monies paid into Court. Includes receipts and invoices, bank books, credit card statements.	Temporary	Destroy 7 years after completion of the financial year in which the record was created.
2.1.3		Summary record of beneficiaies who have funds that are held on their behalf by the Senior Master and administered by Funds in Court. The summary includes, name of beneficiary, address, date of birth, date of original order, the amount of funds to be transferred to the care of Funds in Court to administer. Also includes the Orders made by the Senior Master, or another Associate Judge, or Judicial Registrar about cases handled by Funds in Court administration.	Permanent	Retain as State Archives, Transfer to PROV
2.1.4		Funds in Court case records of beneficiaries who were adults at the time the original order is made. Includes reports and records documenting the decision making of the Senior Master about the case, medical information, applications to access funds and payments made on behalf of the beneficiary. [For the Orders made by the Senior Master, or another Associate Judge, or Judicial Registrar, use	Temporary	Destroy 75 years after original order is made or 25 years after death of beneficiary, whichever is later.

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No	Function/Activity	Description	Status	Disposal Action
<i>FUNDS IN COURT ADMINISTRATION - Management of Accounts</i>				
		class 2.13]		
2.1.5		<p>Funds in Court case records of beneficiaries who were children at the time the original order is made. Includes reports and records documenting the decision making of the Senior Master about the case, medical information, applications to access funds and payments made on behalf of the beneficiary.</p> <p>[For the Orders made by the Senior Master, or another Associate Judge, or Judicial Registrar, use class 2.1.3]</p>	Temporary	Destroy 99 years after original order is made or 25 years after death of beneficiary, whichever is later.
2.1.6		<p>Non-award records kept by Funds in Court. These records relate to disputed funds, usually in commercial or civil cases, and held in trust by Funds in Court. Following a Court Order the funds are released to the relevant party.</p> <p>[For the Orders made by the Senior Master, or another Associate Judge, or Judicial Registrar, use class 2.13]</p>	Temporary	Destroy 25 years after case is finalised.
3	LEGAL PROFESSION ADMISSION & APPOINTMENTS	The assessment and approval for admission into the legal profession and for appointment as Senior Counsel or Public Notary.		
3.1	Admission to the Legal Profession	The assessment of applications made to the Supreme Court to be admitted as a lawyer. The <i>Legal Profession Act 2004</i> outlines the procedures which determine if a person has the appropriate academic		

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL PROFESSION ADMISSION & APPOINTMENTS - Admission to the Legal Profession</i>				
		qualifications and are a fit and proper person to be admitted to the Legal Profession.		
3.1.1		Records documenting successful applications for admission to the legal profession prior to 1996, with the inception of the Legal Practice Board (later the Legal Services Board). Includes those seeking admission from interstate and overseas jurisdictions.	Permanent	Retain as State Archives, Transfer to PROV
3.1.2		Records documenting successful applications for admission to the legal profession approved during and after 1996, with the inception of the Legal Practice Board (later the Legal Services Board). Includes those seeking admission from interstate and overseas jurisdictions.	Temporary	Destroy 75 years after application approved.
3.1.3		Records documenting unsuccessful applications for admission to the legal profession.	Temporary	Destroy 7 years after application has been rejected.
3.1.4		The admissions roll, as required by the <i>Legal Profession Act 2004</i> , which is signed by all persons admitted to the legal profession.	Permanent	Retain as State Archives, Transfer to PROV
3.2	Appointment of Senior Counsel (Formerly Queen's Counsel)	The appointment of Senior Counsel, formerly known as Queen's Counsel. Applicants who are admitted to the legal profession in Victoria and who have been mainly working as counsel may upon successful application to the Chief Justice be appointed Senior Counsel.		

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL PROFESSION ADMISSION & APPOINTMENTS - Appointment of Senior Counsel (Formerly Queen's Counsel)</i>				
3.2.1		The roll, kept by the Prothonotary, that is signed by all Senior Counsel following their appointment.	Permanent	Retain as State Archives, Transfer to PROV
3.3	Appointment of Public Notaries	The appointment of public notaries by the Supreme Court under the <i>Public Notaries Act</i> 2001. A Public Notary is a public officer, usually a practising solicitor, who has statutory powers to witness documents (in particular the witnessing of documents for recognition in foreign courts), administer oaths and perform other administrative duties.		
3.3.1		Records documenting successful applications for appointment as a Public Notary.	Temporary	Destroy 75 years after appointment as Public Notary
3.3.2		Records documenting unsuccessful applications for appointment as a Public Notary.	Temporary	Destroy 7 years after application has been rejected.
3.3.3		The roll, kept by the Prothonotary, that is signed by all Public Notaries upon appointment.	Permanent	Retain as State Archives, Transfer to PROV
3.4	Administration of the Board of Examiners for Legal Practitioners	The Board of Examiners considers applications for admission to the legal profession or appointment of Public Notaries as defined by the <i>Legal Profession Act</i> 2004. It is the role of the Board to recommend to the Supreme Court that an applicant is a fit and proper		

Retention and Disposal Authority for Records of the Supreme Court

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL PROFESSION ADMISSION & APPOINTMENTS - Administration of the Board of Examiners for Legal Practitioners</i>				
		person to be admitted or appointed.		
3.4.1		Master copy of agenda and minutes of Board of Examiners meetings to consider applications for admission and appointments.	Permanent	Retain as State Archives, Transfer to PROV
4	COURT ADMINISTRATION	The administration of the Court, including those activities legislated by the <i>Supreme Court Act 1986</i> concerning the operation of the Act and the Supreme Court Rules.		
4.1	Committees	The records of committees concerned with the interpretation, review and administration of the <i>Supreme Court Act 1986</i> . Includes those committees formed to discuss the legal jurisdiction of the Supreme Court and those concerned with the operations of the Court. [For records of all other committees, see: <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]		
4.1.1		Master set of agendas, minutes and papers of Council of Judges meetings. The Council of Judges meets to consider the operation of the <i>Supreme Court Act 1986</i> and the Supreme Court rules as well as the operations of the court.	Permanent	Retain as State Archives, Transfer to PROV
4.1.2		Master set of agendas, minutes and papers of the Executive Committee meetings. The Executive Committee deals with the strategic and operational	Permanent	Retain as State Archives, Transfer to PROV

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>COURT ADMINISTRATION - Committees</i>				
		matters of the court and may report to the Council of Judges. Master set of agendas, minutes and papers of the Executive Committee meetings.		
4.1.3		The Rules Committee acts under section 25 of the <i>Supreme Court Act 1986</i> which gives the court power to make rules about the practice and procedures of the court. Master set of agendas, minutes and papers.	Permanent	Retain as State Archives, Transfer to PROV
4.2	Judicial Proceedings and Practice Support	Activities associated with support of court proceedings, including those activities of those acting judicially, the Principal Registrar, the Prothonotary, Associates, Tipstaves, and external bodies such as the Victorian Government Reporting Service (VGRS) and outsourced private contractors.		
4.2.1		A master set of practice notes. Practice Notes are issued with the authority of the Chief Justice, and they supplement the procedures set out in the Rules of the Supreme Court.	Permanent	Retain as State Archives, Transfer to PROV
4.2.2		Notebooks containing Judge's and Associate Judge's (formerly known as Masters of the Supreme Court) notes on cases heard. Commonly known as "pink books".	Temporary	Destroy 5 years after last action.
4.2.3		Audio and visual recordings of Court Proceedings made by court staff.	Temporary	Destroy 5 years after last action.

Retention and Disposal Authority for Records of the Supreme Court

Authority number: PROS 11/02 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>COURT ADMINISTRATION - Judicial Proceedings and Practice Support</i>				
4.2.4		Transcripts of court proceedings made for and received by the court.	Temporary	Destroy 5 years after last action.
5	JURY MANAGEMENT	The management of juries and jury service performed by the Juries Commissioners office under the <i>Juries Act</i> 2000.		
5.1	The management of juries, including the selection of juries.	<p>[For records relating to the administration of juries, including accommodation and meal allowances, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For records regarding problems with jury empanelment or attendance, see the relevant cases records as this is dealt with as a judicial matter and forms part of the court records.]</p>		
5.1.1		Records documenting the eligibility and selection of jurors. Includes questionnaires required under Section 20 of the <i>Juries Act</i> 2000.	Temporary	Destroy 1 year after administrative use has concluded.