

**Retention and Disposal Authority for Records of the Identity
Verification Function**

Authority number: PROS 22/07



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Identity Verification Function**

Issued Date: 09/12/2022

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INTRODUCTION

Context

Background

In 2021 PROV issued an RDA for Service Victoria, PROS 21/05 which authorises the disposal of records associated with the identity verification processes conducted by Service Victoria.

This RDA, PROS 22/07, authorises the disposal of identity documentation provided by persons to public offices which do not use the Service Victoria infrastructure and processes to verify identity of individuals.

Disposal is a key component of good information practice and mitigates the risk of security breaches. Data and records must be securely managed until they can be lawfully disposed. Regular and managed disposal reduces the information management overhead, storage costs and aids the discovery of reliable, relevant and accurate information.

Public Offices are therefore encouraged to destroy documents supplied to verify personal identity as soon as the records are no longer required for identity verification to reduce the risk of personal data privacy breaches.

Advice about the intersection of **recordkeeping obligations and privacy** is available at <https://prov.vic.gov.au/recordkeeping-government/a-z-topics/privacy-and-recordkeeping-obligations>

For information about the collection of personal identifying information refer also to the Office of the Victorian Information Commissioner.

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Retention and Disposal Authority No	PROS 22/07
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Scope	All public offices except for records of the identity verification function provided by Service Victoria, see PROS 21/05
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Status	Issued by Keeper
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Issue Date	09/12/2022
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List of Functions and Activities covered

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1	Identity Verification		10

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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 - *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

PROS 22/04 Disposal Standard authorises the destruction of some public records under Normal Administrative Practice (NAP) principles. Low value facilitative records described below are authorised for destruction by *PROS 22/04* under NAP principles:

- working documents, such as notes or calculations, used to assist in the preparation of other records
- minor drafts and transitory documents, where the content is reproduced elsewhere, and the information will not be needed to show how the work has progressed or actions approved
- minor updates of content, such as those in databases, which will not be needed to show actions, decisions, or approvals
- communications for the purpose of making minor arrangements
- duplicate copies. ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

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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 records must be managed and transferred in accordance with PROV Standards.

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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). This Standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[Approved]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 09/12/2022

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No	Function/Description	Status	Disposal Action
1.0	<p>Identity Verification</p> <p>The management of identification documentation collected from individuals to verify their identity.</p> <p>Refers to the collection of documents where individuals are required to prove their identity. Includes, but is not limited to, the system known as '100 points of identification'.</p> <p>See PROS 21/05 for the management of identity verification performed by Service Victoria.</p>		
1.1	<p>Identity verification input records</p> <p>Identity verification input records collected to verify an individual's identity. The following are provided as examples of the range of documents that are typically provided to verify a person's identity:</p> <ul style="list-style-type: none"> • primary documents such as a birth certificate, citizenship certificate or current passport • secondary documents which include a photograph and name such as a driver license or license or permit issued under a law of the Commonwealth, a State or Territory government • secondary documents which must have name and address on it such as council rates notice or Land Titles Office record • secondary documents which must have name and signature/date of birth such as a marriage certificate, foreign driver licence, Medicare card, EFTPOS card, record of primary, secondary or tertiary institution attended within last 10 years 	Temporary	Destroy after verification and validation process concluded.