

**Retention and Disposal Authority for Records of Central  
Information Sharing**

Authority number: PROS 21/03



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Authority for Records of  
Central Information Sharing**

Issued Date: 12/05/2021

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## INTRODUCTION

### Context

#### Central Information Sharing Background and Scope

Family Safety Victoria was established on 1 July 2017 as an administrative office of the Department of Health and Human Services (DHHS) and then moved to the Department of Families, Fairness and Housing (DFFH) in February 2021. It has responsibility for implementing initiatives aimed at ending family violence.

The Central Information Point (CIP) was established under the Family Violence Protection (FVP) Act 2008 to prepare consolidated reports using information from Court Services Victoria, Victoria Police, Corrections Victoria and the Department of Health and Human Services. The CIP receives and responds to requests for confidential information from family violence support workers who use the information to conduct a family violence risk assessment or for a family violence protection purpose.

The FVP Act sets out who is authorised to request information from the CIP (known as CIP requesters). These entities will have access to confidential information contained in the CIP report and have authority to provide relevant confidential information to the CIP to enable the CIP to perform its functions.

The Chief Executive Officer of Family Safety Victoria has been prescribed under regulations as the CIP. The CIP has formed a team of the same name with delegated responsibility for carrying out the duties of the CIP role. Family Safety employees and employees of other agencies (known as data custodians) are co-located to perform functions on behalf of the CIP. The CIP staff, including data custodians, also have access to confidential information when performing those functions.

Examples of the type of information handled includes:

- criminal history
- ownership of registered firearms and firearm licences
- custodial and correctional order history, including parole information
- child protection orders and other case information
- court history, including current bail information
- previous risk assessments conducted by the Support and Safety Hubs (part of Family Safety Victoria charged with client service delivery), or other services supporting children, youth and families

The Central Information Point will provide the reports to family violence practitioners declared to be CIP requestors to assist in planning the support and protection of victims who have sought help. The Central Information Point will also provide, on its own initiative and as appropriate, updates (and potentially alerts) about new information regarding a person who was the subject of a previous request.

This could include an update that the perpetrator has:

- been released on bail
- been released on parole
- been released from prison
- breached a Family Violence Intervention Order (or the order has expired)
- breached parole
- breached bail

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- been charged with other criminal charges relating to family violence or violence

The scope of this RDA is to cover the reports compiled by the Central Information Point, and supporting documentation. This RDA does not cover the information held by contributing agencies, nor does it cover client case records.

Client case records held by Family Safety Victoria are covered by PROS 08/12 RDA for Records of Child Protection and Family Services Functions. See class 9.0.0 Family Services Case Management.

**Note:** This RDA was developed in 2020 - 2021 to cover the sharing of reports on perpetrators of family violence. Although there is an emphasis in the appraisal notes on the family violence function the classes are described and scoped so that other future functions such as child information sharing (via the proposed ChildLink) may also be served in the future if applicable.

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## Retention and Disposal Authority for Records of Central Information Sharing

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<b>Scope</b>	Records of the Central Information Sharing Function. Included in scope is the Central Information Sharing Point established to facilitate timely and accurate information sharing to assist family violence practitioners with risk assessment and risk management.
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<b>Status</b>	Issued by Keeper
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<b>Issue Date</b>	12/05/2021
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## Introduction

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### 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.

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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. The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 20/02 Storage.

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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) applying to Family Safety Victoria. 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: 12/05/2021

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No	Function/Description	Status	Disposal Action
1.0	<p><b>Central Information Sharing</b></p> <p>The function of preparing and issuing an authoritative report for distribution that collates information recorded by multiple agencies about a person (e.g. a Central Information Point Perpetrator Report collated to provide information about an alleged perpetrator of family violence).</p> <p>The report is designed to ensure that the requestor has authoritative, reliable, relevant and current information to make important decisions about levels of risk, and actions required to reduce or remove that risk.</p> <p>The process includes:</p> <ul style="list-style-type: none"> <li>• receiving a request for a report on a person from an approved requestor, including a priority rating</li> <li>• requesting information from relevant agencies regarding a person</li> <li>• the receipt, and analysis of, the information returned by relevant agencies to ensure it matches the request (e.g. relates to the correct person)</li> <li>• collation of the information into a report format for distribution to the report requestor</li> <li>• delivery of the report to the requestor</li> </ul> <p>See <i>Records of Common Administrative Functions 19. TECHNOLOGY &amp; TELECOMMUNICATIONS</i> for system logs tracking user access and changes to the system</p> <p>See <i>Records of Common Administrative Functions 2. COMMUNITY RELATIONS</i> for complaint management</p> <p>See <i>PROS 08/12 RDA for Records of Child Protection and Family Services Functions 9.0.0 Family Services Case Management</i> for records of family safety services client case management</p>		
1.1	<p><b>Mid-Term Records of Central Information Sharing</b></p> <p>Records that manage and summarise requests for information sharing reports, including:</p> <ul style="list-style-type: none"> <li>• person that the report is about</li> <li>• identifying data provided by the requester regarding the person that the report is about</li> <li>• name and agency of requester</li> <li>• date request is made</li> </ul>	Temporary	Destroy 15 years after action completed.

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No	Function/Description	Status	Disposal Action
<i>Central Information Sharing</i>			
	<ul style="list-style-type: none"> <li>• priority rating</li> <li>• central information sharing staff member responsible for processing the report</li> <li>• agencies contacted to contribute information to the report and date contact is made</li> <li>• date responses are received from contributing agencies</li> <li>• notes received from agencies regarding information that was or wasn't included</li> <li>• if updated information was subsequently received from a contributing agency and any notes regarding this</li> <li>• date report is collated and approved for submission to the requester</li> </ul> <p>If the request for an information sharing report is declined (e.g. if a person who is not an approved requestor makes the request), the summary should include:</p> <ul style="list-style-type: none"> <li>• the date the request was declined</li> <li>• the reasons the request was declined, and</li> <li>• who was notified of the decision to decline (if different to the requester)</li> </ul>		
1.2	<p><b>Short-term Records of Central Information Sharing</b></p> <p>Records documenting:</p> <ul style="list-style-type: none"> <li>• detailed requests received from the requester, including any correspondence to clarify the request</li> <li>• requests made to contributing agencies for information, and any correspondence to clarify the request</li> <li>• responses from contributing agencies, including any notes about the degree of certainty with which the information provided matches the details of the person who is the subject of the request</li> <li>• analysis notes, including correspondence with the contributing agency to clarify the information provided</li> <li>• the collation of information received into a central information sharing report for submission to the requester</li> </ul>	Temporary	Destroy 3 months after confirmation received from requestor that the report is accepted.

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*Central Information Sharing*

	<ul style="list-style-type: none"><li>• quality and other process checks to ensure the compiled report meets the request and other process requirements</li><li>• notification from contributing agencies with updated information, including an correspondence to clarify the changes e.g. if new warrants, court orders etc. regarding the person who is the subject of the report have come through during the period of time in which the report is being compiled</li><li>• the final report or update report submitted to the requester</li></ul>		
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