



DA 2023-009

**Sector Disposal Authority for Reviews,
Investigations and Special Inquiries**

DA Type: Sector

Sector Disposal Authority for Reviews, Investigations and Special Inquiries

Disposal Authority No	2023-009
Disposal Authority Type	Sector
Organisation/s	[Reviews, Investigations and Special Inquiries]
Disposal Authority Scope	Fully revised Sector Disposal Authority for Reviews, Investigations and Special Inquiries, to supersede DA 2017-004
Disposal Authority Status	Approved by SRC
Status Date	27/11/2023

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INTRODUCTION

1. ABOUT THIS AUTHORITY

1.1 Important Note

This Sector Disposal Authority (SDA) will be used in combination with the State Records Office publication *General Retention and Disposal Authority for State Government Information* which covers records of activities or categories that are common across State government.

The State Records Commission Standards and Policies, and associated State Records Office guidance will be consulted before any disposal of records is conducted.

1.2 Purpose of this Sector Disposal Authority

This SDA identifies and determines the retention and disposal of the functional records created or received by a Review, an Investigation or a Special Inquiry (as identified in section 1.3).

It contains valuable information and guidance and is an important business tool to guide compliance with legal obligations.

The objectives of this SDA are to:

- identify all functional records of a Review, Investigation or Special Inquiry;
- identify which records are required for permanent retention as State archives and which records can be destroyed; and
- establish retention periods for records that will be destroyed so that they are kept for appropriate periods to satisfy legal, business or other requirements.

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This SDA forms the retention and disposal component of the relevant Recordkeeping Plan, as required under section 16(3)(a-c) of the *State Records Act 2000*.

This SDA supersedes RD 2017004, being the Sector Disposal Authority for Reviews, Investigations and Special Inquiries, produced by the State Records Office.

1.3 Scope and Implementation of this Sector Disposal Authority

This SDA identifies and determines the retention and disposal of the functional records created or received by:

- A Review (see section 1.3.1);
- An Investigation (see section 1.3.2); or
- A Special Inquiry (see section 1.3.3)

NOTE: This SDA is not necessarily limited to the Reviews, Investigations or Special Inquiries as outlined in 1.3.1 - 1.3.3. In consultation with the State Records Office, it may be employed or made applicable to the records of other 'Inquiries', however they are established or formed.

This SDA applies to records in all formats.

Before any records covered in this SDA are destroyed or transferred to the State Records Office as State archives, they will be reviewed by officers of the responsible organisation (e.g. the Public Sector Commissioner) and authorised for destruction or transfer.

A record of destroyed records and, where destruction is performed by an external contractor, certificates of destruction, provided by the contractor to the organisation's authorised officer, will be retained in accordance with the *General Retention and Disposal Authority for State Government Information*.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value for ongoing retention or archiving if warranted. Any records due for destruction that on re-assessment may have archival value should be referred to the State Records Office for further evaluation.

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1.3.1 Review

A **Review** is formed / conducted under Subdivision 1 - Reviews, Division 3, Part 3A of the *Public Sector Management Act 1994* (the PSM Act).

A Review is conducted either:

- By the Public Sector Commissioner (on own initiative) under section 24B(1) of the PSM Act; or
- As a result of a written notice given by the Minister to the Public Sector Commissioner to conduct a review, under section 24B(2) of the PSM Act.

The Public Sector Commissioner may elect to conduct the review himself or authorise another person to do so.

Information / evidence may be collected under powers vested by section 24D of the PSM Act.

If a review is conducted on the direction of the Minister, the Public Sector Commissioner must provide the Minister a written report on the conduct and findings of the review, under section 24G of the PSM Act.

1.3.2 Investigation

An **Investigation** may be formed / conducted under Subdivision 3 - Investigations, Division 3, Part 3A of the *Public Sector Management Act 1994* (the PSM Act).

An Investigation is conducted by the Public Sector Commissioner or a person authorised by the Commissioner in writing.

The Public Sector Commissioner or the authorised person conducting the investigation has all powers conferred on a special inquirer by the PSM Act.

Sections 24I and 24J and Schedule 3 of the PSM Act apply to the Commissioner or the authorised person as if they were a special inquirer and the investigation as if it were a special inquiry, under section 24 of the PSM Act.

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A person authorised to conduct an investigation must prepare a report on the conduct and findings of, and any recommendations resulting from, the investigation, and provide the Public Sector Commissioner with a copy of the report.

An **Investigation** may be formed by the State Records Commission under section 69 of the *State Records Act 2000*.

An Investigation is conducted by the State Records Commission or a person authorised in writing by the Commission.

The State Records Commission or the authorised person conducting the investigation has all powers conferred on a special inquirer by the PSM Act.

Sections 24I and 24J and Schedule 3 of the PSM Act apply to the State Records Commission or the authorised person as if they were a special inquirer and the investigation as if it were a special inquiry under the PSM Act.

A person authorised to conduct an investigation must prepare a report on the conduct, findings and any recommendations of the investigation, and provide the State Records Commission with a copy of the report.

An **Investigation** may be formed by a 'responsible person', being the Under Treasurer or the relevant accountable authority, under section 51 of the *Financial Management Act 2006*.

An Investigation is conducted by a person authorised in writing by the responsible person.

The authorised person conducting the investigation has all powers conferred on a special inquirer by the PSM Act.

Sections 24I and 24J and Schedule 3 of the PSM Act apply to the authorised person as if he or she were a special inquirer and the investigation as if it were a special inquiry under the PSM Act.

The person authorised to conduct the investigation must prepare a report setting out the relevant facts and findings and send the report to the responsible person.

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1.3.3 Special Inquiry

A **Special Inquiry** is formed / conducted under Subdivision 2 - Special inquiries, Division 3, Part 3A of the *Public Sector Management Act 1994* (the PSM Act).

A Special Inquiry is formed either:

- By the Public Sector Commissioner (on own initiative) under section 24H(1) of the PSM Act, including the appointment of a person/s to carry out the special inquiry; or
- As a result of a direction by the Minister to the Public Sector Commissioner to arrange for the holding of a special inquiry, under section 24H(2) of the PSM Act.

The functions of a Special Inquiry are laid down in its terms of reference. A Special Inquiry can be made up of a single special inquirer or a number of special inquirers.

Depending on a Special Inquiry's mandate, information may be created, received or obtained in the following ways:

- by exercising powers under section 24I of the PSM Act (e.g. Notice to Produce etc.)
- formal consultation, interviews and hearings
- research and submissions from government, the public and individuals, community groups and private sector organisations.
- visiting public and private sector organisations, community groups, facilities and individuals.

The Special Inquirer must prepare a report on the conduct and findings, and any recommendations of the special inquiry, and provide the Public Sector Commissioner with a copy of the report.

If the Special Inquiry was held on direction of the Minister, the Public Sector Commissioner must provide the Minister with a copy of the report.

The Public Sector Commissioner generally has administrative responsibility for establishing and winding-up of a Special Inquiry. This includes other administrative arrangements for accommodation, advice and assistance etc.

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1.4 Structure and Coverage of the Sector Disposal Authority

This SDA provides retention and disposal directions for government records created and received as a result of business activity arising in a Review, Investigation or Special Inquiry.

Review, Investigation or Special Inquiry records are grouped into the following broad classes:

Operational Records

Operational records support a Review, Investigation or Special Inquiry and include formation and winding-up, parliamentary questions, hearing arrangements, briefing notes, legal documents, and reports etc.

Evidentiary Records

Evidential records are the most critical records of a Review, Investigation or Special Inquiry and consist of submissions, exhibits, witness interviews, hearings, transcripts and research.

Administrative Records

These records relate to community relations, media relations, equipment and stores, fleet management, financial management, human resources, information management and technology etc., which are mostly sentenced according to the *General Retention and Disposal Authority for State Government Information*.

1.5 Review of this Sector Disposal Authority

The State Records Office will review the structure, coverage and content of this SDA within five years of its approval, or earlier if required to cater for unique record series or special circumstances.

The review will be conducted in conjunction with authorised officers of relevant responsible agency, such as the Public Sector Commission and the Department of the Premier and Cabinet.

Any proposed revisions / amendments to this SDA, or any intention to prepare a new SDA to replace this one, will be discussed with relevant responsible agency prior to such activity commencing.

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1.6 Recordkeeping Plan

Upon notification that a Review, Investigation or Special Inquiry is to be formed (conducted), the responsible agency will consult with the State Records Office regarding a Recordkeeping Plan.

2. SPECIFIC MATTERS

2.1 Transfer of Records to the Responsible Agency

A Review, Investigation or Special Inquiry will create, receive and maintain records to fulfill its statutory, reporting and accountability requirements. Under the provisions of the *State Records Act 2000* records are to be retained for as long as required and disposed of in accordance with an approved retention and disposal authority.

The relevant Recordkeeping Plan will include Winding-Up Procedures that provide, at the conclusion of a Review, Investigation or Special Inquiry, for:

- designated original records to be returned to source
- ephemeral material to be destroyed
- Review, Investigation or Special Inquiry records to be transferred to the custody of the responsible agency, which will keep the records in accordance with this SDA, the *General Retention and Disposal Authority for State Government Information* and the relevant Recordkeeping Plan.

The responsible agency will provide support for matters arising from the Review, Investigation or Special Inquiry recommendations and ensure transferred records are retained for:

- continuing access to records;
- responding to the report recommendations;

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- dealing with litigation or ongoing investigations; and
- administrative and financial matters such as accounts and contracts and dealing with applications made under the FOI Act.

When a Review, Investigation or Special Inquiry has administratively wound-up, records are transferred to the responsible agency. All State archives retained by the responsible agency are maintained with due regard for the integrity and original order of the collection. Record collections are retained intact and stored within the responsible agency archive until transfer to the State archives collection (i.e. the SRO). An administrative history is prepared, detailing the history of the records and linked to the Inquiry, Investigation or Special Inquiry collection. Collections will be kept in accordance with the relevant Recordkeeping Plan.

2.2 Archives not Transferred to the State Records Office

Review, Investigation or Special Inquiry records identified as State archives are to be transferred to the State Archives Collection after 25 years or sooner if no longer required for business or reference purposes. If, after 25 years, State archives are still required for business purposes, authorisation will be sought from the State Records Commission for the responsible agency to retain custody of these records.

2.3 Restricted Access Archives

A restricted access archive is *"a State archive that is a government record and to which access is restricted until it is of a certain age"* (section 3, *State Records Act 2000*). Part 6 of the *State Records Act 2000* provides for the restriction of certain categories of State archives.

Should any State archives created or received by a Review, Investigation or Special Inquiry contain information that requires restrictions on access, the responsible agency in conjunction with the Reviewer, Investigator or Special Inquirer, will make an application to the State Records Commission via the relevant Recordkeeping Plan.

2.4 Management of personal information

The *Freedom of Information Act 1992* defines personal information as:

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"personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead

(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or

(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample."

Effective management of personal information (information that identifies an individual or could identify that individual) is of vital importance to all State government organisations that are required to obtain personal information about individuals in order to deliver services. Inappropriate use of personal information can compromise an individual's privacy, leading to undesirable outcomes for both the individual and the organisation. (Adapted from: Ombudsman Western Australia, *Guidelines for Agencies Management of Personal Information*, May 2013.)

Organisations **must** store personal information securely, keep it no longer than necessary, protect it from misuse, unauthorised access, modification or disclosure, and dispose of it appropriately by ensuring no information is retrievable.

2.5 Matters to which this Sector Disposal Authority does not apply

Changes to the *Public Sector Management Act 1994* (PSM Act) by the *Public Sector Reform Act 2010* vested the Public Sector Commissioner with the authority to conduct Reviews, Special Inquiries and Investigations under Division 3 of the PSM Act.

Prior to these changes to the PSM Act, the conduct of Reviews and Special Inquiries were vested to the relevant Minister, and the conduct of Investigations was vested with the Public Sector Standards Commissioner (with the powers of a Special Inquirer).

The following Retention and Disposal Authorities apply to records of Reviews, Special Inquiries and Investigations conducted **prior** to the amendment to the PSM Act (i.e. prior to November 2010):

- **RD 2007073** - Office of the Public Sector Standards Commissioner - Investigations conducted under section 24 of the PSM Act.
- **RD 2007080** - Department of the Premier and Cabinet - Special Inquiries conducted under section 11 of the PSM Act.

These Retention and Disposal Authorities remain in force until such time as all records designated as State archives are transferred to the State Records Office and all records identified as temporary have been legally destroyed.

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3. DEFINITIONS

3.1 Definition of Terms

Custody: *means* the minimum retention period for which records are to be kept prior to their disposal. The Custody statement includes the disposal trigger that begins the retention period.

Destroy: *applies to* records identified as having temporary value and which will be destroyed once their retention period has expired.

Disposal Action: *means* the final disposition for records once their retention period has expired. The main disposal actions are "Required as State archives" or "Destroy".

Required as State archives: records to be retained permanently due to their value to the State of Western Australia.

"Inquiry": In the body of this SDA, any reference to "Inquiry" is a reference to a Review, an Investigation or a Special Inquiry.

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No	Function/Activity	Description	Disposal Action	Custody
1	OPERATIONAL: Governance	<p>Matters relating to the:</p> <ul style="list-style-type: none"> • Formation of a Review, Investigation or Special Inquiry; • Appointment of Reviewer, Investigator or Special Inquirer/s; • Terms of Reference, powers and reporting requirements; and • Responsible agency administrative responsibilities for the formation and winding-up of the Review, Investigation or Special Inquiry. <p>NOTE: In this SDA any reference to "Inquiry" is a reference to a Review, an Investigation or a Special Inquiry as applicable.</p>		
1.1	Inquiry Governance	Matters relating to the governance of an Inquiry.		
1.1.1	Establishment	<p>Records documenting the formation or establishment of an Inquiry, including:</p> <ul style="list-style-type: none"> • Authorisation and appointment documentation; • Terms of Reference; and • Reporting arrangements. 	Required as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>OPERATIONAL: Governance - Inquiry Governance</i>				
1.1.2	Wind-up	Records relating to the administration and other issues associated with the Inquiry wind-up.	Required as State archives	Retain as State archives
1.1.3	Advice	<p>Advice (and representations) to or from the Premier, Ministers and Senior Officials.</p> <p>Includes, but may not be limited to:</p> <ul style="list-style-type: none"> • Correspondence between Executive Government, Senior Officials and the Inquiry about the management of the Inquiry; • Briefing notes; • Responses to parliamentary questions; and • Speeches and opinions (final version and drafts). 	Required as State archives	Retain as State archives
1.1.4	Arrangements	<p>Records of arrangements / advisories for witnesses or other persons required to attend a hearing.</p> <p>Includes correspondence, procedures and other advisory information.</p>	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then destroy.
1.2	Legal Matters	The provision of legal services to the Inquiry.		
1.2.1	Legal Advice	<p>Legal advice and opinion offered by or to the Inquiry.</p> <p>Includes legal advice received from in-house counsel and external sources, typically involving the State Solicitor's Office.</p>	Required as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>OPERATIONAL: Governance - Legal Matters</i>				
		Includes interpretation of legal advice.		
1.2.2	Notice to Produce / Appear	Records relating to the administration of: <ul style="list-style-type: none"> • Notice to Produce / Subpoena; • Notice to Appear / Summons Sent and received by the Inquiry.	Required as State archives	Retain as State archives
1.2.3	Agreements	Legal agreements between any parties associated with the Inquiry.	Required as State archives	Retain as State archives
1.2.4	Legal Actions/Disputes	Records of legal actions and legal disputes.	Required as State archives	Retain as State archives
2	OPERATIONAL: Reporting	Formal reporting against the Inquiry Terms of Reference produced as the final product or outcome, issued for general or restricted distribution. Includes drafting, production, supply and distribution. NOTE: Published Final or Interim Reports are lodged with the State Library of Western Australia, the WA Parliamentary Library and the National Library of Australia.		
2.1	Inquiry Reports	Reports against Inquiry Terms of Reference produced for general or restricted distribution.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>OPERATIONAL: Reporting - Inquiry Reports</i>				
2.1.1	Final or Interim Reports	<p>Approved or Official final or interim reports, whether published or not.</p> <p>See also SECTION:</p> <ul style="list-style-type: none"> • 6. WORKING PAPERS / DRAFTS 	Required as State archives	Retain as State archives
2.1.2	Production of Reports	Records relating to the administrative production of reports including routine enquiries, arranging, procuring and managing the performance of work related to production of the report.	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then destroy.
3	EVIDENTIARY: Submissions and Research	<p>Matters related to supporting the Inquiry Terms of Reference and management of the information gathering process.</p> <p>Includes submissions supplied voluntarily or through notices to produce and commissioned or internal research.</p> <p>Submissions and research may be in any media or format.</p>		
3.1	Submissions	<p>Submissions supplied voluntarily, by invitation, notice to produce or subpoena providing the Inquiry with information that may be of interest to the investigations of the Terms of Reference.</p> <p>Submissions may be received from government agencies, individuals, community groups and private organisations.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVIDENTIARY: Submissions and Research - Submissions - Submissions - Voluntary/Invited</i>				
		Submissions may be in any media or format.		
3.1.1	Submissions - Voluntary/Invited	Submissions supplied voluntarily or by invitation, including questionnaires. See also SECTION: • 6. WORKING PAPERS / DRAFTS		
3.1.1.1	Original Submissions	Original submissions provided to the Inquiry.	Required as State archives	Retain as State archives
3.1.2	Submissions - Notice to Produce / Subpoena	Submissions provided through Notices to Produce, Summons or Subpoena. See also SECTION: • 6. WORKING PAPERS / DRAFTS		
3.1.2.1	Official Copy of Original Submissions	Official copy of original submissions provided to the Inquiry - which are not required or ultimately used by the Inquiry. See related SECTION: • 5. EVIDENTIARY - Hearings - where the official copy is tendered as evidence (and becomes an exhibit)	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then destroy.
3.1.2.2	Original Submissions	Original submissions provided by government agencies, individuals, community groups and private organisations.	Transfer / Return to Source	Retain until Inquiry wind-up, then Transfer / Return to Source.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVIDENTIARY: Submissions and Research - Research</i>				
3.2	Research	Investigating or inquiring against the Inquiry's Terms of reference into subjects or areas of interest in order to discover facts, principles etc. Research may be in any media or format.		
3.2.1	Commissioned Research	Original commissioned research concerning the Terms of Reference or other matters relating to Inquiry business. Commissioned from external parties including contract negotiations, terms of reference, payments etc.	Required as State archives	Retain as State archives
3.2.2	Internal Research	Original internal (to Inquiry) research, concerning Inquiry strategic direction or Terms of Reference issues.	Required as State archives	Retain as State archives
3.2.3	Other Research	Other research, not included in 3.2.1 or 3.2.2. Includes routine or informal research, including library enquiries and literature reviews (does not include commissioned literature reviews - see 3.2.1).	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then destroy.
4	EVIDENTIARY: Consultation and Interview	Matters relating to gathering information pertaining to Inquiry Terms of Reference through consultations and interviews. Findings from consultations and interviews may be incorporated into hearings or official reports. Consultations and interviews may be in any media or		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVIDENTIARY: Consultation and Interview - Consultations and Interviews</i>				
		format.		
4.1	Consultations and Interviews	<p>Consultations / interviews with agency representatives, individuals or community groups.</p> <p>Records include transcripts, witness statements, audio / visual recordings.</p> <p>Information may be provided openly or in confidence to the Inquiry.</p>		
4.1.1	Transcripts	<p>Official transcripts or Official Notes of consultations (e.g. meetings), interviews or witness statements made during the Inquiry's consultations / interviews.</p> <p>See also SECTION:</p> <ul style="list-style-type: none"> • 6. WORKING PAPERS / DRAFTS 	Required as State archives	Retain as State archives
4.1.2	Recordings	Audio / visual recordings (of interviews, witness statements, etc.) where a verbatim transcript has not been made or could not be made.	Required as State archives	Retain as State archives
4.1.3	Recordings - Other	Audio / visual recordings where verbatim transcripts have been made.	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then Destroy.
5	EVIDENTIARY:	Matters relating to the conduct of hearings to		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVIDENTIARY: Hearings - Reporting</i>				
	Hearings	investigate and provide evidence relating to the Inquiry's Terms of Reference. Hearings may be held in public or in camera. Includes administrative arrangements necessary to conduct hearings.		
5.1	Reporting	Activities associated with court reporting for hearings held in public or in-camera.		
5.1.1	Statements of Facts / Issues	Statements of facts and issues collated by Counsel for distribution to relevant parties prior to hearings.	Required as State archives	Retain as State archives
5.1.2	Statement of Possible Findings	Statement of possible findings prepared by Counsel containing possible findings as a result of evidence given at hearings (closing address).	Required as State archives	Retain as State archives
5.1.3	Journals / Notebooks	Journals or Notebooks of the Inquirer and Senior Counsel e.g. Bench Journal.	Required as State archives	Retain as State archives
5.2	Exhibits	A chronological collection of evidence submitted during the hearings process and cited in hearing transcripts.		
5.2.1	Master Set	Master set of exhibits tendered as evidence by a party (typically Counsel Assisting). See also SECTION: • 6. WORKING PAPERS / DRAFTS	Required as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVIDENTIARY: Hearings - Transcripts</i>				
5.3	Transcripts	Transcribed record of proceedings, including reference to evidence given by the parties and their witnesses, and the time at which they were introduced into evidence.		
5.3.1	Official Transcripts	Official transcript of proceedings. See also SECTION: • 6. WORKING PAPERS / DRAFTS	Required as State archives	Retain as State archives
5.3.2	Recordings	Audio / visual recordings of hearings where verbatim transcripts have not been made or could not be made.	Required as State archives	Retain as State archives
5.3.3	Recordings - Other	Audio / visual recordings where verbatim transcripts have been made.	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then Destroy.
6	WORKING PAPERS / DRAFTS	Working copies of documents, drafts of documents and working papers.		
6.1	Significant	Reviewer's, Investigator's or Special Inquirer's and Senior Inquiry Staff (e.g. Senior Counsel) <u>working copies of:</u> • Submissions; • Transcripts or official Notes of Consultations	Required as State archives	Retain as State archives

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<i>WORKING PAPERS / DRAFTS</i>				
		<p>and Interviews;</p> <ul style="list-style-type: none"> • Exhibits; • Transcripts of Hearings; <p>which contain <u>substantial</u> annotations or notes.</p> <p>AND</p> <p>Drafts (of final or interim reports) which indicate or contain <u>substantial</u> changes to content / context of report.</p>		
6.2	Other	<p>Reviewer's, Investigator's or Special Inquirer's and Senior Inquiry Staff (e.g. Senior Counsel) working copies which contain minor or unsubstantial annotations or notes, not included in 6.1.</p> <p>AND</p> <p>Working copies of Submissions, Transcripts of Consultations and Interviews, Exhibits and Transcripts of Hearings, made for use or reference by Inquiry staff.</p> <p>AND</p> <p>Other drafts of final or interim reports, not included in 6.1, such as:</p> <ul style="list-style-type: none"> • Rough drafts; 	Destroy	Retain until Inquiry wind-up, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADMINISTRATIVE RECORDS</i>				
		<ul style="list-style-type: none"> • Drafts not circulated to Inquiry staff for official comment / input; and • Drafts requiring minor grammatical changes. <p>Includes working papers and other records associated with drafting and completion of reports e.g. design, layout and printing requirements.</p>		
7	ADMINISTRATIVE RECORDS	<p>Inquiry administrative matters.</p> <p>Refer to the <i>General Retention and Disposal Authority for State Government Information</i> as identified, and for any matters / records not covered in the following sections.</p>		
7.1	Community Relations	<p>Matters relating to establishing a rapport with the community, raising and maintaining the Inquiry public profile.</p> <p>Includes marketing, advertising, media liaison, ceremonies, speeches and official representation at functions and participation in community activities.</p> <p>See the <i>General Retention and Disposal Authority for State Government Information</i> for:</p> <ul style="list-style-type: none"> • ADDRESSES / PRESENTATIONS / SPEECHES for presentations to agencies or community groups. 		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADMINISTRATIVE RECORDS - Records Management</i>				
		<ul style="list-style-type: none"> • CUSTOMER SERVICE for records relating to provision of services to community groups, individuals and other parties by the Inquiry. • EVALUATION / REVIEWING for records relating to monitoring and evaluation of services provided by the Inquiry. • LIAISON for records relating to managing contact between the Inquiry and community groups, individuals and other parties. • MEDIA RELATIONS for records relating to managing media relationships, such as managing media contacts, authorising and issuing news articles and press briefings, preparing and issuing media releases, and organising media interviews. • MEETINGS for records relating to public meetings attended by Inquiry staff to discuss the Inquiry. • PLANNING for records relating to planning of services provided by the Inquiry. 		
7.2	Records Management	Records relating to the receipt, handling and management of records of the Inquiry.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADMINISTRATIVE RECORDS - Records Management</i>				
7.2.1	Index	Index of records created and received by the Inquiry.	Required as State archives	Retain as State archives
7.2.2	Register	<p>Index or register of the receipt, usage and return or disposal of evidentiary records created and received by the Inquiry.</p> <p>Includes the original authorities to release or return records.</p>	Required as State archives	Retain as State archives
7.2.3	Databases	<p>The Inquiry records systems will be decommissioned and exported into ASCII format as part of the "Winding-Up Procedures".</p> <p>Metadata will be retained in read-only form with the collection and a copy imported into the responsible agency's records system for tracking purposes.</p>	Retained by responsible agency	Retain until Inquiry wind-up, then transfer to responsible agency.
7.2.4	Requests for Access	<p>Management of requests for access to information held by the Inquiry, while the Inquiry is in operation.</p> <p>See the <i>General Retention and Disposal Authority for State Government Information</i>, section for FREEDOM OF INFORMATION, for requests for access to information after the Inquiry has wound up.</p>		
7.2.4.1	Significant	<p>Significant requests / applications for access to information held or created by the Inquiry which:</p> <ul style="list-style-type: none"> • Set a legal or substantive precedent; • Are of considerable public interest or 	Required as State archives	Retain as State archives

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADMINISTRATIVE RECORDS - Records Management - Requests for Access</i>				
		<p>controversy; or</p> <ul style="list-style-type: none"> • Are submitted for external review by the Supreme Court. <p>Note: Records of request / application are to include copies of documents that are the subject of the request.</p>		
7.2.4.2	Other	Other requests for access to information held or created by the Inquiry, not included 7.2.4.1.	Destroy	Retain 8 years after Inquiry wind-up or after legal action complete, whichever is later, then destroy.