

	A	B	C	D	E
1	<b>Disposal Authority Number:</b>			<b>Authorising Agency:</b> <b>Agency Coverage:</b>  <b>Scope:</b>	Department of Corrections
2	<b>Schedule Reference:</b>				Community Probation Services Regional, Area and Local Offices
3	<b>This Authority Expires In:</b>		2014		Records relating to individual offenders serving sentences managed by Community Probation Services, and certain other associated records. Paper records only.
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6	<b>No.</b>	<b>Record Class</b>	<b>Description</b>	<b>Agency Retention Period</b>	<b>Disposal Action</b>
7	1	<b>Parole, Home Detention, Released on Conditions, Extended Supervision, Intensive Supervision, Supervision, and remaining Community Programme Client Files</b>	Files relating to the management of individual offenders serving any of these sentences / orders, or a combination of them.		
8	1.1	Parole and Supervision files closed before 1 January 1972	Remaining historical files relating to the management of individual offenders in this period.	Until administratively no longer required.	Retain as public archive.
9	1.2	Life Parolees Client Files	Files relating to the management of individual offenders serving life parole.	10 years from date of last action.	Retain as public archive.
10	1.3	HRX (Highest Risk Offender) Client Files	Files relating to the management of individual offenders classified as HRX (highest risk offenders).	10 years from date of last action.	Retain as public archive.
11	1.4	Extended Supervision Order Client Files (other than HRX)	Files relating to the management of individual offenders subject to Extended Supervision Orders (other than HRX).	10 years from date of last action.	Retain as public archive.
12	1.5	Client Files (other than HRX) of particular public interest.	Files relating to the management of individual offenders (other than HRX) considered by Corrections to be significant, unusual or of particular public interest e.g. offenders with a high public profile.	10 years from date of last action.	Retain as public archive.
13	1.6	5% of remaining Client Files (after files in 1.1 - 1.5 removed)	Every 20th file from the alphabetical sequence of files in each sentence category.	10 years from date of last action.	Retain as public archive.

**Retain as public archive** = unless agreed otherwise, records will be deposited with Archives New Zealand at expiry of retention period.

**Destroy** = destruction to be carried out in a secure manner

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14	1.7	All remaining Client Files (after files in 1.1 - 1.6 removed)		10 years from date of last action.	Destroy
15	2	<b>Community Work, Community Detention, and remaining Periodic Detention or Community Service Client Files</b>	Files relating to the management of individual offenders serving any of these sentences / orders, or a combination of them.		
16	2.1	Periodic Detention or Community Service Client Files	Remaining files relating to the management of individual offenders serving either or both of these sentences (discontinued in 2002).	18 months after termination of sentence.	Destroy
17	2.2	Community Work Client Files	Files relating to the management of individual offenders serving a sentence of community work.	18 months after the latter of, termination of sentence, or completion of prosecution action in cases of non-compliance.	Destroy
18	2.3	Community Detention Client Files	Files relating to the management of individual offenders serving a sentence of community detention.	18 months after the latter of, termination of sentence, or completion of prosecution action in cases of non-compliance.	Destroy
19	3	<b>Records Associated with Client Files</b>	Records relating to certain administrative processes associated with the management of individual offenders serving sentences / orders in classes 1 and 2 of this schedule.		
20	3.1	Paper Registers, Indexes and Probationers Record Cards.	Remaining registers, e.g.Court Report Registers, Periodic Detention "Description Registers", First Offender Registers, Probation Registers, and Probationers Record Cards J221.	Until administratively no longer required.	Retain as public archive.
21	3.2	Home Leave Reports	Reports prepared for Prison Service on suitability of home leave situations, where kept as as discrete series and not interfiled with class 3.3.	12 months from last action.	Destroy
22	3.3	Reports requested by the Court	Includes pre-sentence reports and home leave reports, in addition to those filed on client files.	10 years from date of last action.	Destroy

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23	3.4	Probation Officers' Diaries and Duty Officers' Books	Records of offenders' attendance when seeing a particular Probation Officer or the Duty Officer.	12 months from last action.	Destroy
24	3.5	Pre-sentence interview notes and supporting documentation.	Interview notes and supporting documentation used to develop pre-sentence reports.	12 months from date of sentencing.	Destroy
25	3.6	Accident records except those involving fatalities and/or prosecution.	Registers / records relating to accidents happening to offenders while serving community-based sentences.	7 years after date of last action or when no longer required to be retained under legislation.	Destroy
26	3.7	Accident records covering fatalities and/or prosecution.	Registers / records relating to accidents happening to offenders while serving community-based sentences, and involving fatalities and/or prosecution.	10 years from date of last action.	Retain as public archive.

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