



## Retention Schedule for Records of the Department of Safety and Security

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*Local Archive = Move to semi-active storage; Interim Archive = Transfer to ARMS; Permanent Archive = Transfer to ARMS for permanent storage* Page 1

| Schedule No. | Title                              | Transfer to  | Destruction   | Notes   | Source | Active from |
|--------------|------------------------------------|--|---|---|--------|-------------|
| SAS001       | Investigation: incidents (general) | Local Archive after Date Closed<br>Interim Archive 2 Years after Date Closed | <b>Destroy Permitted</b><br>Destroy 2 Years after Date Registered | Records include: Case files and relevant file index. The files are coded by incident acronym and date.<br><br>Office of record: DSS/SSS/Special Services Unit.<br><br>Original disposition class number: SPSE001. Changed 15 Nov. 2005 to SAS001.A.   | ARMS   | 26/08/2004  |
| SAS002       | Property tracking                  | Local Archive after Date Closed  | <b>Destroy Permitted</b><br>Destroy 1 Year after Date Closed      | Records include: Materials & packing passes (white, blue, and yellow copies).<br><br>File closure: Close annually 31 Dec.<br><br>Office of record: DSS/SSS (white and blue copies; yellow copies in instances where property needs to be returned on a specified date); approving officer (yellow copies in instances where property need not be returned on a specified date). | ARMS   | 26/08/2005  |