

**State Archives and Records Authority of New  
South Wales**

**Functional Retention and Disposal  
Authority: DA221**

This authority covers records documenting the function of  
Police investigations

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.



# State Archives and Records Authority of New South Wales

## Functional Retention and Disposal Authority

**Authority no** DA221

**SR file no** 16/0385

**Scope** This functional retention and disposal authority covers records documenting the function of Police investigations.

**Public office** NSW Police Force

**Approval date**

20/06/2017

Geoff Hinchcliffe  
Executive Director  
State Archives and Records Authority of New South Wales

Date

*This authority supersedes Version 1 of DA221 which was approved 16/8/2006. See reference to criminal records history (DA220) added in January 2022.*

## About the Functional Retention and Disposal Authority

### Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

### The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives NSW) with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives NSW any information which affects the retention of the records covered by the authority.

State Archives NSW decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives NSW functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives NSW and of public offices in undertaking appraisal processes and disposal activities.

### Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. Advice on sentencing can be obtained from State Archives NSW. See *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see also the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

## **Disposal action**

### ***Records required as State archives***

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives NSW regarding the management of State archives.

Transferring records identified as State archives when no longer in use for official purposes to State Archives NSW control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

### ***Records approved for destruction***

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Archives NSW.

### **Administrative change**

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

### **Amendment and review of this authority**

State Archives NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives NSW of any proposed changes or amendments to the authority.

State Archives NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

#### Contact Information

State Archives and Records Authority of New South Wales  
PO Box 516  
Kingswood NSW 2747  
Telephone: (02) 9673 1788  
E-mail: [govrec@records.nsw.gov.au](mailto:govrec@records.nsw.gov.au)

## Functional Retention and Disposal Authority Police investigations

**Authority number: DA221**

**Dates of coverage: Open**

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**Police investigations****Authority number: DA221****Dates of coverage: Open****List of Functions and Activities covered**

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## Functional Retention and Disposal Authority Police investigations

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See *Records retention and disposal authority: Operational policing (DA220) for criminal history records.*<sup>1</sup>

### HOMICIDE AND RELATED OFFENCES

The unlawful killing, attempted unlawful killing, or conspiracy to kill another person. Includes murder, conspiracy to murder, attempted murder and manslaughter.

See **ASSAULT AND RELATED OFFENCES** for records relating to inflicting injury where there was not an intent to kill the other person

See **CRITICAL INCIDENT INVESTIGATION** for records relating to investigation and review of critical incidents.

See **DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS** for records relating to driving causing death.

See **OTHER REGULATORY OFFENCES** 051 for records relating to committing or conspiracy to procure an illegal abortion

See **PUBLIC ORDER OFFENCES** for records relating to breaches of euthanasia legislation

001	<p>Records relating to the investigation of <b>unlawful killing, successful or not</b>, involving:</p> <ul style="list-style-type: none"> <li>• intent to kill or cause grievous bodily harm</li> <li>• no intent to kill (felony murder)</li> <li>• an act while deprived of the power of self-control by provocation or under circumstance amounting to diminished responsibility or without intent to kill, as a result of a reckless, negligent, unlawful or dangerous act (other than the act of driving)</li> <li>• agreement or soliciting of an agreement to kill.</li> </ul> <p>Includes killing of an unborn child, infanticide, killing by the use of excessive force in self-defence, surviving a suicide pact or assisting in the suicide of another person, killing on provocation, cases where injury or death might be prevented by proper precaution and death caused by an act or omission during surgical or medical treatment.</p>	Required as State archives
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<sup>1</sup> See reference added January 2022

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### ASSAULT AND RELATED OFFENCES

#### ASSAULT AND RELATED OFFENCES

Acts intended to cause non-fatal injury or harm to another person where there is no sexual or acquisitive element. Includes solved and unsolved cases of aggravated and non-aggravated assault.

**Note:** Where the action is direct (face to face) and it is believed that the threat could be enacted, it constitutes assault.

See **BLACKMAIL, EXTORTION AND ROBBERY** for records relating to the use of force as part of a robbery

See **DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS** for records relating to acts causing or potentially causing harm, ill treatment of children or child neglect.

See **OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS** for records relating to hindering/obstructing police officers, justice officials or government officers

See **OTHER REGULATORY OFFENCES** for records relating to acts or threats to kill that do not constitute assault, or where the act is not face-to-face

002	<p>Records relating to the investigation of solved and unsolved cases of <b>aggravated and non-aggravated assault where the victim is an adult</b> and the assaults:</p> <ul style="list-style-type: none"> <li>• cause serious bodily injury</li> <li>• are carried out in company and/or involve the use of a weapon</li> <li>• are carried out with the intention of preventing apprehension or committing a felony</li> <li>• are committed with the intent to recklessly endanger life or cause injury.</li> </ul> <p>Includes intentionally causing grievous bodily harm, torture, administering illicit drugs or poison, setting mantraps and stupefying.</p>	Retain minimum of 10 years after action completed, then destroy
003	<p>Records relating to the investigation of solved and unsolved cases of <b>aggravated and non-aggravated assault where the victim is a minor</b> and the assaults:</p> <ul style="list-style-type: none"> <li>• cause serious bodily injury</li> <li>• are carried out in company and/or involve the use of a weapon</li> <li>• are carried out with the intention of preventing apprehension or committing a felony</li> <li>• are committed with the intent to recklessly endanger life or cause injury.</li> </ul>	Retain minimum of 40 years after action completed, then destroy

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*ASSAULT AND RELATED OFFENCES*

	Includes intentionally causing grievous bodily harm, torture, administering illicit drugs or poison, setting mantraps and stupefying.	
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*SEXUAL OFFENCES AGAINST ANOTHER*

### SEXUAL OFFENCES AGAINST ANOTHER

Acts of a sexual nature against another person which are non-consensual or consent is proscribed. Includes aggravated and non-aggravated sexual assault, and non-assaultive sexual offences against a child.

See **ABDUCTION AND RELATED OFFENCES** for records relating to abduction, taking, detention or enticement, for sexual purposes (where known)

See **PUBLIC ORDER OFFENCES** for records relating to regulated activities governing public order sexual standards (e.g. prostitution, censorship), sexual acts which do not require a specific victim (e.g. indecent exposure, lewdness), sexual acts not committed against a person (e.g. bestiality, necrophilia), and the production (not involving the presence of the child depicted), possession, distribution or display of child pornography

004	<p>Records relating to the investigation of sexual assault involving the following aggravated or non-aggravated circumstances:</p> <ul style="list-style-type: none"> <li>• sexual intercourse</li> <li>• infliction of injury or violence</li> <li>• possession/use of a weapon</li> <li>• consent proscribed</li> <li>• committed in company (i.e. by two or more persons).</li> </ul> <p>Includes incest, rape, unlawful sexual intercourse, unlawful fellatio/cunnilingus, carnal knowledge, assault with the intent to commit a sexual act, procuring child for prostitution/pornography, forcing a minor to witness an act of sexual intercourse, voyeurism, peeping-tom, gross indecency, any indecent assault and any of the offences of a sexual nature against a person under the age of 16, regardless of whether physical contact has occurred.</p>	Retain minimum of 99 years after action completed, then destroy
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### *DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS*

### **DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS**

Dangerous or negligent acts which, though not intended to cause harm, actually or potentially result in injury to oneself or another person. Offences include:

- driving causing death
- driving under the influence of alcohol or drugs
- dangerous or negligent operation (driving) of a vehicle
- neglect of person under care.

**Note:** A vehicle is any means of motorised or non-motorised transport, including a car, motor cycle, motorised caravan/campervan, truck, tractor, bus, train, tram, ship, aircraft, vessel, bicycle, wheelchair, skateboard/skates/rollerblades, ride-on mower, horse, etc.

See **ASSAULT AND RELATED OFFENCES** for records relating to offences where there is an intent to injure but no sexual or acquisitive element, or that involve reckless behaviour amounting to intentionality or malice

See **HOMICIDE AND RELATED OFFENCES** for records relating to offences which result in death with intent

See **PUBLIC ORDER OFFENCES** for records relating to riot and affray

See **ROAD TRAFFIC AND MOTOR VEHICLE REGULATORY OFFENCES** for records relating to driving offences not of a dangerous or negligent nature, exceeding the speed limit, jaywalking and other pedestrian offences.

005	Records relating to the investigation of the unlawful, unintentional: <ul style="list-style-type: none"> <li>• <b>death of another person as a result of dangerous or negligent driving</b></li> <li>• <b>death or grievous bodily harm resulting from dangerous navigation.</b></li> </ul>	Retain minimum of 30 years after action completed, then destroy
006	Records relating to the investigation of <b>dangerous, negligent or culpable driving where there is no victim or the victim is an adult</b> and the driver: <ul style="list-style-type: none"> <li>• is under the influence of alcohol or drugs, their driving is impaired and they actually do or potentially could cause an injury to themselves or another person</li> <li>• drives in a manner whereby an injury to themselves or another person occurs or is potentially likely to occur.</li> </ul> Includes: <ul style="list-style-type: none"> <li>• use or attempted use of a vehicle under the influence of alcohol while exceeding the prescribed content amount of alcohol or any other drug</li> </ul>	Retain minimum of 10 years after action completed, then destroy

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*DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS*

	<ul style="list-style-type: none"> <li>• culpable, dangerous, negligent, careless, reckless, furious driving where no grievous bodily harm, injury or death has occurred</li> <li>• culpable navigation.</li> </ul>	
007	<p>Records relating to the investigation of <b>dangerous, negligent or culpable driving where the victim is a minor</b> and the driver:</p> <ul style="list-style-type: none"> <li>• is under the influence of alcohol or drugs, their driving is impaired and they actually do or potentially could cause an injury to themselves or another person</li> <li>• drives in a manner whereby an injury to themselves or another person occurs or is potentially likely to occur.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• use or attempted use of a vehicle under the influence of alcohol while exceeding the prescribed content amount of alcohol or any other drug</li> <li>• culpable, dangerous, negligent, careless, reckless, furious driving where no grievous bodily harm, injury or death has occurred</li> <li>• culpable navigation.</li> </ul>	Retain minimum of 30 years after action completed, then destroy
008	<p>Records relating to the investigation of cases of unintentional <b>neglect of an adult under care</b> which actually or potentially result in injury to the person under care, but do not involve the operation of a vehicle. Includes ill-treatment of persons and causing grievous bodily harm by a negligent act or omission.</p>	Retain minimum of 20 years after action completed, then destroy
009	<p>Records relating to the investigation of cases of unintentional <b>neglect of a minor under care</b> which actually or potentially results in injury to the minor, but does not involve the operation of a vehicle. Includes child neglect.</p>	Retain minimum of 40 years after action completed, then destroy

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### *ABDUCTION AND RELATED OFFENCES*

### **ABDUCTION AND RELATED OFFENCES**

Acts intended to unlawfully deprive another person of their freedom of movement against their will or against the will of any parent, guardian or other person having lawful custody or care of that person. Includes abduction and kidnapping, deprivation of liberty/false imprisonment.

010	<p>Records relating to the investigation of solved or unsolved cases of <b>abduction or kidnapping</b>. Includes:</p> <ul style="list-style-type: none"> <li>• kidnapping (whether or not for ransom/gain)</li> <li>• taking of a hostage in a robbery/siege situation where the hostage is transported to a different location.</li> </ul>	Required as State archives
011	<p>Records relating to the investigation of cases of <b>deprivation of liberty, false imprisonment or unlawful detainment of an adult</b> that do not involve transportation of the victim to a different location. Includes:</p> <ul style="list-style-type: none"> <li>• taking hostage(s) in a siege situation</li> <li>• detainment for sexual purposes</li> <li>• attempted abduction or kidnapping.</li> </ul>	Retain minimum of 20 years after action completed, then destroy
012	<p>Records relating to the investigation of cases of <b>deprivation of liberty, false imprisonment or unlawful detainment of a minor</b> that do not involve transportation of the victim to a different location. Includes:</p> <ul style="list-style-type: none"> <li>• taking hostage(s) in a siege situation</li> <li>• detainment for sexual purposes</li> <li>• attempted abduction or kidnapping.</li> </ul>	Retain minimum of 40 years after action completed, then destroy

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*BLACKMAIL, EXTORTION AND ROBBERY*

### BLACKMAIL, EXTORTION AND ROBBERY

Acts intended to unlawfully gain money, property or other things of value from, or to cause detriment to, another person by using the threat of force or any other coercive measure. Offences include aggravated robbery, blackmail and extortion.

See **THEFT AND RELATED OFFENCES** for records relating to theft from a person without the use of force or threats.

013	<p>Records relating to investigations of <b>blackmail and extortion directed at corporations or public safety</b>. Involves the unlawful demanding (by direct or indirect means e.g. a letter) with intent to gain money, property or any other benefit from, or with intent to cause detriment to, another person accompanied by the use of coercive measures, to be carried out at some point in the future if the demand is not met. This may also include the use and/or threatened use of face-to-face force or violence. Includes the threat of:</p> <ul style="list-style-type: none"> <li>• force or violence</li> <li>• misuse of authority</li> <li>• criminal prosecution</li> <li>• destruction of a person's reputation or social standing.</li> </ul>	Required as State archives
014	<p>Records relating to the investigation of solved and unsolved cases of <b>blackmail and extortion which are a threat to individuals</b>. Includes demanding money/property with menaces via indirect means, e.g. letter.</p>	Retain minimum of 75 years after action completed, then destroy
015	<p>Records relating to the investigation of <b>aggravated robbery</b> (the unlawful taking of property accompanied by the use and/or threatened use of immediate force or violence). Includes:</p> <ul style="list-style-type: none"> <li>• stealing inflicting injury or violence on the person</li> <li>• stealing in possession/use of a weapon</li> <li>• assault with intent to steal/rob</li> <li>• committed in company (i.e. by two or more persons)</li> <li>• demanding money with menaces</li> <li>• unarmed robbery.</li> </ul>	Retain minimum of 20 years after action completed, then destroy

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*UNLAWFUL ENTRY WITH INTENT / BREAK, ENTER AND STEAL*

### UNLAWFUL ENTRY WITH INTENT / BREAK, ENTER AND STEAL

The unlawful entry of a structure with the intent to commit an offence.

**Note:** a structure is a building which is contained by walls and can be secured in some form. This includes, but is not limited to a dwelling (e.g. house, flat, caravan), office, shop, bank, factory, school or church.

See **ASSAULT AND RELATED OFFENCES** for records relating to assaults that occur during hours when the public has legal access to the structure

See **PROPERTY DAMAGE OFFENCES** for records relating to property damage (other than arson) that occurs during hours when the public has legal access to the structure

See **PUBLIC ORDER OFFENCES** for records relating to trespass without intent to commit a crime, go equipped to steal, possessing housebreaking implements and face blackened at night

See **THEFT AND RELATED OFFENCES** for records relating to stealing from a structure where entry was lawfully gained (e.g. stealing from a shop during shopping hours or stealing from a house to which the offender has been invited, and theft arising from or following an unlawful entry or burglary

016	Records relating to the investigation of <b>unlawful entry</b> (forced or unforced) of a structure with the intent to commit an offence. Includes break and enter, burglary, unlawful entry to a structure with intent, ram raiding and smash and grab.	Retain minimum of 10 years after action completed, then destroy
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### *THEFT AND RELATED OFFENCES*

#### **THEFT AND RELATED OFFENCES**

The unlawful taking or obtaining of money or goods (not involving the use of force) to permanently or temporarily deprive the owner or possessor of the use of the money or goods, or the receiving or handling of money or goods obtained unlawfully. Includes:

- theft and illegal use of a motor vehicle
- theft from a person
- theft of intellectual property
- theft from retail premises.

See **BLACKMAIL, EXTORTION AND ROBBERY** for records relating to theft from a person with the use of force, threat of force or by putting the person in fear

See **DECEPTION AND RELATED OFFENCES** for records relating to fraudulent conversion of a motor vehicle, use of stolen cheques, credit cards, EFTPOS cards, bills of sale and deeds, computer hacking involving fraud and fare evasion

See **OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS** for records relating to computer hacking involving breach of government security

See **OTHER REGULATORY OFFENCES** for records relating to computer hacking not involving theft of intellectual property, fraud, property damage or breach of government security

See **PROPERTY DAMAGE OFFENCES** for records relating to computer hacking involving property damage

See **UNLAWFUL ENTRY WITH INTENT / BURGLARY, BREAK AND ENTER** for records relating to illegal entry to a shop for the purposes of theft

017	Records relating to the investigation of the <b>theft or related offences</b> such as stealing of any money, goods or services and receiving, handling or processing money or goods taken or obtained illegally.	Retain minimum of 10 years after action completed, then destroy
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### DECEPTION AND RELATED OFFENCES

#### DECEPTION AND RELATED OFFENCES

The use of deception, secret agreements or the making of false instruments with the intent of dishonestly obtaining property, services or other advantage. Includes:

- fraud and fraudulent trade practices
- prescription drug fraud
- counterfeiting currency and related offences
- dishonest conversion
- bribery (other than in justice proceedings)
- misrepresentation of professional status and non-fraudulent trade practices.

See **OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS** for records relating to bribes which threaten national security (e.g. selling national secrets) and deceiving a witness and bribery to subvert the justice process

See **THEFT AND RELATED OFFENCES** for records relating to theft of prescription drugs, shoplifting, leaving restaurant without paying, theft of a motor vehicle, its contents or parts for the purpose of fraudulent conversion, theft of goods (other than motor vehicles) or services for the purpose of fraudulent conversion

See **WEAPONS AND EXPLOSIVES OFFENCES** for records relating to deception offences involving weapons and explosives, other than those relating to licensing

018	Records relating to the investigation of <b>counterfeiting currency and related offences that involve the manufacture</b> of counterfeit material. Involves the manufacture, passing or possession of counterfeit coins/notes of any recognised legal tender (including historic currency such as collectors' items), money orders, postage stamps, any form of military or civilian medal or the like, and equipment/plates used for the manufacture of these items.	Required as State archives
019	Records relating to the investigation of <b>counterfeiting currency and related offences that involve the passing or possession of</b> counterfeit coins/notes of any recognised legal tender (including historic currency such as collectors' items), money orders, postage stamps, any form of military or civilian medal or the like, and equipment/plates used for the manufacture of these items.	Retain minimum of 10 years after action completed, then destroy
020	Records relating to the investigation of <b>bribery involving Government officials</b> , including elected government representatives (Federal, State or local). Includes the offering, giving or accepting of a bribe in the exercise of official authority.	Required as State archives
021	Records relating to the investigation of <b>bribery not</b>	Retain minimum of

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*DECEPTION AND RELATED OFFENCES*

	<b>involving Government officials</b> or not covered elsewhere. Includes the offering, giving or accepting of a bribe.	10 years after action completed, then destroy
022	Records relating to the investigation of <b>fraud</b> . Includes the use of deception, secret agreements or the making of false instruments with the intent of dishonestly obtaining property, services or other advantage, including cheques, EFTPOS, credit or store cards, financial instruments (i.e. instruments issued by financial institutions) or documents, with an intention to deceive, obtain money, goods or services or otherwise obtain a benefit or advantage, and/or actions carried out as part of trade or commercial activity which are intended to deceive consumers or other interested parties.	Retain minimum of 10 years after action completed, then destroy

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### *ILLICIT DRUG OFFENCES*

#### **ILLICIT DRUG OFFENCES**

The possession, sale, dealing, trafficking, importing, exporting, manufacture or cultivation of drugs or other substances prohibited under legislation. Includes narcotics, opiates, hallucinogens and any other substance prohibited under legal control, excluding alcohol and tobacco.

See **ASSAULT AND RELATED OFFENCES** for records relating to administration of illicit drugs or a poison to a person

See **DECEPTION AND RELATED OFFENCES** for records relating to prescription and illicit drug fraud

See **OTHER REGULATORY OFFENCES** for records relating to offences involving the misuse or illegal obtaining of licit drugs

See **THEFT AND RELATED OFFENCES** for records relating to possessing money from sale of illicit drugs

023	Records relating to investigations into actions resulting in or intended to result in, the <b>manufacture, cultivation or trafficking of commercial quantities of illicit drugs.</b>	Retain minimum of 99 years after action completed, then destroy
024	Records relating to investigations into possession of an illicit drug or controlled substance where the amount involved is deemed to be of a quantity for personal use, and failure to keep a register for drugs of addiction.	Retain minimum of 10 years after action completed, then destroy

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### *WEAPONS AND EXPLOSIVES OFFENCES*

#### **WEAPONS AND EXPLOSIVES OFFENCES**

Offences involving prohibited and regulated weapons and explosives.

See **ASSAULT AND RELATED OFFENCES** for records relating to assault.

See **DECEPTION AND RELATED OFFENCES** for records relating to supplying false documentation to get a licence

See **SEXUAL OFFENCES AGAINST ANOTHER** for records relating to sexual assaults.

See **THEFT AND RELATED OFFENCES** for records relating to theft of any weapons / explosives.

025	<p>Records relating to the investigation of the importing, selling, manufacture, modification, possession, sale or use of <b>weapons or explosives</b> which are prohibited under legislation. Includes:</p> <ul style="list-style-type: none"> <li>• possessing unregistered firearms or purchasing firearms/ammunition without a licence or permit</li> <li>• operation or handling of legal or regulated weapons or explosives</li> <li>• discharge and storage offences (e.g. discharge at prohibited times or places, fail to secure firearm, carry weapons dangerously or concealed)</li> <li>• unlawful use (e.g. possess weapon with intent to commit offence)</li> <li>• lending to minor/unlicensed person</li> <li>• disposing or selling firearm or ammunition to an unlicensed person or without a dealer's licence</li> <li>• unlicensed importing/exporting of regulated weapons/explosives</li> <li>• taking regulated weapons/explosives across State/Territory borders unlawfully.</li> </ul>	Retain minimum of 20 years after action completed, then destroy
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### PROPERTY DAMAGE OFFENCES

#### PROPERTY DAMAGE OFFENCES

The wilful and unlawful destruction, damage or defacement of public or private property by fire, explosion or other means.

See **NON-OFFENCE RELATED INVESTIGATIONS** for records relating to fire investigations that do not result in a charge

See **OTHER REGULATORY OFFENCES** for records relating to threats to damage or destroy property

See **PUBLIC ORDER OFFENCES** for records relating to possessing any object with intent to destroy or damage property

026	Records relating to the investigation of <b>property damage caused by fire or explosion</b> , including arson.	Retain minimum of 20 years after action completed, then destroy
027	Records relating to the investigation of <b>property damage other than by fire or explosion</b> . Includes graffiti, defacing a building, bill posting, vandalism, sacrilege, killing or injuring cattle or other animals, damaging or obstructing mines and tampering with a motor vehicle.	Retain minimum of 10 years after action completed, then destroy

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### *ENVIRONMENTAL POLLUTION OFFENCES*

### **ENVIRONMENTAL POLLUTION OFFENCES**

The wilful and unlawful pollution of a definable entity held in common by the community. Offences include air, water and noise pollution and other environmental offences.

028	Records relating to the investigation of <b>environmental pollution and regulated offences</b> that lead to the polluting of air, water utilities, and levels of noise exceeding government regulations.	Retain minimum of 5 years after action completed, then destroy
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### *PUBLIC ORDER OFFENCES*

#### **PUBLIC ORDER OFFENCES**

Offences involving personal conduct or behaviour that involves or may lead to a breach of public order and decency, or is indicative of criminal intent, or is otherwise regulated or prohibited on moral or ethical grounds. Includes:

- trespass, offensive behaviour or language, criminal intent and other public order offences
- conspiracy, riot and affray
- betting and gambling offences
- liquor and tobacco offences
- censorship offences
- prostitution offences
- breaches of euthanasia legislation
- regulated and non-regulated public order offences not elsewhere classified.

See **HOMICIDE AND RELATED OFFENCES** for records relating to conspiracy to murder or killing of an unborn child, infanticide.

See **OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS** for records relating to conspiracy to subvert or obstruct justice

See **OTHER REGULATORY OFFENCES** for records relating to procure abortion.

See **PROPERTY DAMAGE OFFENCES** for records relating to property damage offences.

See **SEXUAL OFFENCES AGAINST ANOTHER** for records relating to procuring child for pornography and sexual assault of prostitutes.

See **UNLAWFUL ENTRY WITH INTENT / BURGLARY, BREAK AND ENTER** for records relating to unlawfully on premises with the intent or in possession of materials indicating intent

029	Records relating to the investigation of <b>conspiracy</b> offences including conspiring or consorting with other persons to commit a criminal offence. Includes conspiracy to steal, defraud, import, manufacture or sell illicit drugs, grow illicit drug crops and aid escape from legal custody.	Retain minimum of 10 years after action completed, then destroy
030	Records relating to the investigation of disorderly conduct involving <b>riot and affray</b> .	Retain minimum of 10 years after action completed, then destroy
031	Records relating to the investigation of offences arising from the operation of <b>illegal betting or gaming</b> , or breaches of rules or regulations that applies to legal betting or gaming operations. Includes gaming house prosecution and unregulated gaming operations.	Retain minimum of 10 years after action completed, then destroy

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<i>PUBLIC ORDER OFFENCES</i>		
032	Records relating to the investigation of <b>public order sexual offences</b> including the production, possession, distribution or displaying of prohibited or controlled pornographic material, and sexual behaviour that does not involve a physical assault on another but that is likely to be offensive to members of the public, or that otherwise involves a prohibited form of intercourse. Includes censorship, prostitution, bestiality, indecent exposure/flashing, lewdness and necrophilia offences.	Retain minimum of 10 years after action completed, then destroy
033	Records relating to the investigation of <b>breaches of euthanasia legislation</b> not amounting to murder, manslaughter, attempted murder or assault.	Retain minimum of 10 years after action completed, then destroy
034	Records relating to the investigation of <b>liquor, tobacco or tattoo offences</b> . Includes: <ul style="list-style-type: none"> <li>• sale of liquor or tobacco to a minor</li> <li>• sale or purchase of alcoholic products without a licence or in contravention of licence conditions</li> <li>• carrying on an unlicensed tattooing business or employing an unlicensed body art tattooist</li> <li>• performing a body art tattooing procedure without a licence.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
035	Records relating to the investigation of <b>trespass, offensive behaviour or language, criminal intent and other public order offences</b> . Includes: <ul style="list-style-type: none"> <li>• unlawful and unwarranted intrusion upon the land or property of another, not involving any further criminal intent</li> <li>• the use of abusive, invective or improper verbal language that is likely to be considered offensive by another person</li> <li>• behaviour of a non-verbal kind which is likely to be considered offensive by another person</li> <li>• associating with criminal offenders, or behaving in a manner, or possessing tools, clothing or other material that indicates an intention to commit a criminal offence.</li> </ul> <p>Includes being unlawfully on premises, entering enclosed lands, vagrancy, begging, public drunkenness, coarse forms of gesticulation, streaking, busking without a permit, going equipped to steal, possessing housebreaking implements, face blackened at night, articles of disguise, possessing any object with intent to destroy or damage property, throw stones not causing injury, unlawfully use animal/breach of cruelty to animals legislation,</p>	Retain minimum of 5 years after action completed, then destroy

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*PUBLIC ORDER OFFENCES*

	disorderly conduct, desecration of graves/interfere with corpse and incitement to racial hatred/vilification.	
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### ROAD TRAFFIC AND MOTOR VEHICLE REGULATORY OFFENCES

#### ROAD TRAFFIC AND MOTOR VEHICLE REGULATORY OFFENCES

Offences relating to vehicles and most forms of road traffic, including offences pertaining to the licensing, registration, roadworthiness or use of vehicles, bicycle offences and pedestrian offences.

This includes cars, motorcycles, motorised caravan/campervans, trucks, tractors, buses, trains, trams, ships, aircrafts, vessels, bicycles, wheelchairs, skateboards, skates, rollerblades, ride-on mowers, horse, etc.

See **DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS** for records relating to dangerous or negligent driving (including driving under the influence of alcohol or drugs and culpable driving), actually or potentially causing injury to an adult or minor

See **DECEPTION AND RELATED OFFENCES** for records relating to motor vehicle fraud

See **NON-OFFENCE RELATED INVESTIGATIONS** for records relating to matters referred to the Coroner following a death as a result of a motor vehicle collision and traffic crash investigations where no person has been charged with a criminal offence.

See **OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS** for records relating to failure to state or give false name/address

See **THEFT AND RELATED OFFENCES** for records relating to motor vehicle theft

036	Records relating to the investigation of <b>failing to stop and render assistance after a collision</b> where a person is killed or injured.	Retain minimum of 10 years after action completed, then destroy
037	Records relating to the investigation of <b>driving licence offences</b> including: <ul style="list-style-type: none"> <li>• driving while licence is suspended, disqualified or expired</li> <li>• unlicensed driving (e.g. under-age drivers)</li> <li>• driving contrary to the conditions of a licence enabling restricted driving</li> <li>• L or P plate driving offences (e.g. driving without 'L' or 'P' plates displayed as required)</li> <li>• failure to produce licence on demand.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
038	Records relating to the investigation of <b>speed limit, traffic and pedestrian offences</b> . Includes: <ul style="list-style-type: none"> <li>• exceeding prescribed speed limit in road works zone</li> <li>• double parking, Council parking offences, exceeding parking meter time limit and parking in clearway zone</li> <li>• jaywalking and other pedestrian offences</li> </ul>	Retain minimum of 5 years after action completed, then destroy

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*ROAD TRAFFIC AND MOTOR VEHICLE REGULATORY OFFENCES*

	<ul style="list-style-type: none"> <li>• failure to wear seat belts</li> <li>• failure to give appropriate signal</li> <li>• failure to stop vehicle or render assistance after a collision where no person is killed or injured</li> <li>• disobeying traffic control signal (e.g. fail to give way or stop)</li> <li>• failing to stop a motor vehicle on request</li> <li>• failing to keep left of double lines</li> <li>• refusing a preliminary breath test</li> <li>• failure to wear a bicycle helmet and other bicycle offences.</li> </ul>	
039	<p>Records relating to the investigation of <b>registration and roadworthiness of a road vehicle</b> offences. Includes:</p> <ul style="list-style-type: none"> <li>• driving an unregistered road or unroadworthy vehicle (where the manner of driving does not contravene any law or regulation)</li> <li>• number plates obscured/missing/not attached</li> <li>• failure to transfer road vehicle</li> <li>• faulty or no lights</li> <li>• defective vehicle</li> <li>• pollution offences.</li> </ul>	Retain minimum of 2 years after action completed, then destroy

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*OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS*

### OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS

An act or omission that is deemed to be prejudicial to the effective carrying out of justice procedures or any government operations. This includes general government operations as well as those specifically concerned with maintaining government security. Includes:

- escape custody and breaches of justice orders
- subverting the course of justice
- resist or hinder government officer or justice official
- prison regulation offences
- offences threatening national security
- offences against government operations and justice procedures, not elsewhere classified.

See **ASSAULT AND RELATED OFFENCES** for records relating to assault of police officers or justice officials

See **DECEPTION AND RELATED OFFENCES** for records relating to bribery of a government official.

See **DECEPTION AND RELATED OFFENCES** for records relating to impersonate a justice official

See **HOMICIDE AND RELATED OFFENCES** for records relating to offences against justice procedures or government security or government operations where there is intent to kill.

See **ASSAULT AND RELATED OFFENCES** for records relating to offences against justice procedures or government security or government operations where there is assault.

See **THEFT AND RELATED OFFENCES** for records relating to offences against justice procedures or government security or government operations where there is theft.

040	<p>Records relating to the investigation of <b>offences threatening national security or subverting the course of justice</b>. Includes:</p> <ul style="list-style-type: none"> <li>• acts of terrorism</li> <li>• acts which are harmful to or threaten national security</li> <li>• computer hacking involving breach of government security</li> <li>• phone tapping for espionage purposes</li> <li>• sedition</li> <li>• selling/disclosing national secrets</li> <li>• aiding pirates</li> <li>• inciting mutiny</li> </ul>	Required as State archives
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*OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS*

	<ul style="list-style-type: none"> <li>• perjury (e.g. give false testimony, unlawful oath)</li> <li>• bribing or dishonestly attempting to influence a witness, juror or any justice official</li> <li>• preventing a witness from attending court, threats against witnesses or deceiving witnesses</li> <li>• destroying, damaging, fabricating or using fabricated evidence</li> <li>• conspiring to obstruct justice.</li> </ul>	
041	<p>Records relating to the investigation of <b>escaping custody and breaching justice orders</b>, such as bail, parole, domestic violence and restraining orders. Includes:</p> <ul style="list-style-type: none"> <li>• escaping lawful custody or aiding/harbours an escapee</li> <li>• freeing or permitting the escape of a person from lawful custody without authority</li> <li>• absconding whilst on bail, bail act offences and failing to comply with a condition of a bail order (e.g. to be of good behaviour)</li> <li>• failing to report to parole officer</li> <li>• breach of periodic detention order or suspended sentence.</li> </ul>	Retain minimum of 15 years after action completed, then destroy
042	<p>Records relating to the investigation of <b>resisting or hindering the official directions of a government officer, justice official or government security officer</b>, including police, ambulance and fire and rescue officers and customs officials. Includes:</p> <ul style="list-style-type: none"> <li>• failing to comply with the direction of a police officer or justice official</li> <li>• giving a false name or failing to state name/address on request to police officer or justice official</li> <li>• deceiving a government officer or justice official.</li> </ul>	Retain minimum of 10 years after action completed, then destroy
043	<p>Records relating to the investigation of <b>prison regulation offences</b>. Includes possessing or supplying contraband.</p>	Retain minimum of 2 years after action completed, then destroy
044	<p>Records relating to the investigation of <b>offences against government operations and justice procedures</b>, other than those of a security nature. Includes:</p>	Retain minimum of 5 years after action completed, then destroy

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*OFFENCES AGAINST JUSTICE PROCEDURES, GOVERNMENT SECURITY AND GOVERNMENT OPERATIONS*

	<ul style="list-style-type: none"> <li>• accessory after the fact</li> <li>• misprision (concealing knowledge) of felony</li> <li>• contempt of court not involving the perversion of justice proceedings (e.g. interrupting/disrupting court proceedings)</li> <li>• false reporting to police</li> <li>• failing to appear before court</li> <li>• failure to complete census form</li> <li>• failure to lodge taxation forms</li> <li>• failure to vote at election.</li> </ul>	
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### OTHER REGULATORY OFFENCES

#### OTHER REGULATORY OFFENCES

Offences involving the breach of statutory rules or regulations governing legal activities that are not covered elsewhere. Includes:

- harassment and private nuisance offences
- public health & safety offenses
- commercial, industry and financial regulation offences
- breaches of regulations governing building, health and mental health, public health and food preparation
- occupational health and safety, industry safety, air, rail and water transport safety
- dog and pet control
- stock offences.

**Note:** If an offence is specified under regulation and involves an act that would be illegal under common law or general criminal legislation (e.g. assault an Occupational Health and Safety officer), then this offence should be dealt with under the appropriate generic group.

See **ASSAULT AND RELATED OFFENCES** for records relating to direct (face to face) threats where it is believed that the threat could be enacted

See **BLACKMAIL, EXTORTION AND ROBBERY** for records relating to extortion and/or blackmail

See **DANGEROUS OR NEGLIGENT ACTS ENDANGERING PERSONS** for records relating to safety offences relating to road traffic

See **DECEPTION AND RELATED OFFENCES** for records relating to passport or visa offences involving fraud

See **ILLICIT DRUG OFFENCES** for records relating to offences involving the possession, sale, importing or exporting of illicit drugs

See **PROPERTY DAMAGE OFFENCES** for records relating to destruction of, or damage to, property

See **THEFT AND RELATED OFFENCES** for records relating to passport or visa offences involving theft

045	Records relating to the investigation of <b>defamation and libel offences</b> i.e. actions which are intended to injure the reputation or good name of an individual or company. Includes defamation, libel, unlawful publishing of defamatory matter and breaching judicial and statutory prohibitions on publication e.g. Crimes (Children Criminal Proceedings) Act.	Retain minimum of 10 years after action completed, then destroy
046	Records relating to the investigation of <b>sanitation and disease prevention offences</b> . Includes: <ul style="list-style-type: none"> <li>• practices in food preparation, waste disposal, institutional management, building and construction or other practices that are likely to</li> </ul>	Retain minimum of 10 years after action completed, then destroy

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### OTHER REGULATORY OFFENCES

	<p>give rise to a threat to public health</p> <ul style="list-style-type: none"> <li>• the failure to prevent or control the spread of infectious or other disease associated with food preparation, waste disposal, institutional management, building and construction or other practices.</li> </ul>	
047	<p>Records relating to the investigation of <b>transport offences</b> involving the failure to preserve the health and safety of passengers or other persons travelling on or coming into contact with sea, air or land (other than road) transport systems (not including persons employed in the operation of such transport). Includes offences relating to:</p> <ul style="list-style-type: none"> <li>• the registration or soundness (i.e. seaworthiness/airworthiness) of non-road vehicles</li> <li>• driving unregistered non-road vehicles (where the manner of driving does not contravene any law or regulation)</li> <li>• registration number/certificate of non-road vehicle being obscured/missing/not attached</li> <li>• failure to transfer non-road vehicle.</li> </ul>	Retain minimum of 10 years after action completed, then destroy
048	<p>Records relating to the investigation of <b>dangerous substances offences</b>. Includes the failure to preserve the health and safety of the community through the unsafe use, handling, preparation, storage, labelling, or disposal of poisonous or other hazardous substances (not including alcohol or tobacco), where such offences do not constitute pollution control offences.</p>	Retain minimum of 10 years after action completed, then destroy
049	<p>Records relating to the investigation of <b>immigration regulation offences</b>. Includes illegal immigrant and visa offences such as illegal entry and failure to comply with visa conditions such as undertaking employment when not permitted and overstaying exit date.</p>	Retain minimum of 10 years after action completed, then destroy
050	<p>Records relating to the investigation of <b>quarantine and import/export regulation offences</b>. Includes:</p> <ul style="list-style-type: none"> <li>• failure to comply with quarantine requirements which entails a threat or potential threat to the health and wellbeing of persons, plants or animals</li> <li>• movement of prohibited or controlled goods or other products across international borders (not including weapons, explosives or drugs)</li> <li>• failure to declare goods.</li> </ul>	Retain minimum of 10 years after action completed, then destroy

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<i>OTHER REGULATORY OFFENCES</i>		
051	Records relating to the investigation of <b>procuring and/or committing an illegal abortion.</b>	Retain minimum of 10 years after action completed, then destroy
052	Records relating to the investigation of <b>harassment and private nuisance offences.</b> Includes: <ul style="list-style-type: none"> <li>• harassment or intention to harass an individual (not amounting to assault, sexual assault, blackmail or extortion)</li> <li>• invasion or intention to invade the privacy of an individual or company</li> <li>• declaration of the intention to punish or hurt, via telephone or taped recordings, or in writing, to injure body, property or reputation, and give warning of intention to inflict harm or revenge.</li> </ul> Includes stalking, nuisance phone calls, computer hacking (not involving theft, fraud, property damage or breach of government security group), opening mail, phone tapping (for non-espionage purposes), threats to cause a fire or explosion, threats to murder, threats to destroy or damage property or threatening behaviour.	Retain minimum of 5 years after action completed, then destroy
053	Records relating to the investigation of <b>work health and safety offences</b> involving the failure to preserve the health and safety of employees through the identification and/or control of dangerous, hazardous or inadequate work practices, equipment or facilities, instruction or training, or other health and safety measures associated with a place of employment. Includes: <ul style="list-style-type: none"> <li>• failure to provide safety clothing, a safe working environment, adequate training, adequate or specified safety equipment.</li> </ul>	Retain minimum of 5 years after action completed, then destroy
054	Records relating to the investigation of <b>licit drug offences</b> involving the failure to preserve the health and safety of the community through the unsafe use, handling, preparation, storage, labelling, or disposal of drugs that may be legally purchased (not including alcohol or tobacco).	Retain minimum of 5 years after action completed, then destroy
055	Records relating to the investigation of <b>commercial, industrial or financial regulations offences</b> which are not covered elsewhere (i.e. not harmful to persons, not acquisitive or deceptive, not directed at health, safety and pollution control). Includes restrictive trade/industry practices.	Retain minimum of 5 years after action completed, then destroy

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*OTHER REGULATORY OFFENCES*

056	Records relating to the investigation of <b>other regulatory offences</b> not covered elsewhere.	Retain minimum of 5 years after action completed, then destroy
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### CRITICAL INCIDENT INVESTIGATION

### CRITICAL INCIDENT INVESTIGATION

The function of investigating and reviewing critical incidents within the police force.

057	<p>Records relating to the <b>investigation and review of critical incidents</b> within the police force. Includes the homicide of a police officer (on or off duty) and death or serious injury:</p> <ul style="list-style-type: none"> <li>• resulting from the discharge of a police firearm (including attempted or actual suicide by police and civilians)</li> <li>• resulting from the use of police issue appointments</li> <li>• to any person in custody</li> <li>• arising from police operations or from a police vehicle pursuit.</li> </ul> <p><b>Note:</b> A serious injury is one that would normally require emergency admission to a hospital and significant medical treatment.</p>	Required as State archives
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### *NON-OFFENCE RELATED INVESTIGATIONS*

### **NON-OFFENCE RELATED INVESTIGATIONS**

The management of investigations that do not result in a person being charged with an offence. Includes:

- inquests into deaths
- road & water traffic accidents and incidents & land/sea search & rescue operations
- aircraft, railway & industrial accidents, including fire investigation, accidents due to electricity or gas, hazardous materials incidents and mining accidents.

058	Records relating to the investigation of <b>missing persons cases where the person is not located</b> , includes notifications, records of actions taken, etc.	Required as State archives
059	Records relating to the investigation of <b>missing persons cases where the person is located</b> . Includes notifications and records of actions taken in response to notifications.	Retain minimum of 2 years after action completed, then destroy
060	Records relating to the management of <b>emergency responses to fatal aircraft, industrial and railway accidents</b> , including subsequent investigations.	Required as State archives
061	Records relating to the management of <b>emergency responses to non-fatal aircraft, industrial and railway accidents</b> , including subsequent investigations.	Retain minimum of 30 years after action completed, then destroy
062	Records relating to investigations into <b>non-fatal road and water traffic accident</b> injuries.	Retain minimum of 10 years after action completed, then destroy
063	Records relating to <b>Coronial inquests</b> into deaths which are not due to natural causes, includes inquests to substantiate the cause of death, investigations by the Coroner and deaths as a result of a motor vehicle collision.	Retain minimum of 30 years after action completed, then destroy
064	Records relating to the management of <b>search and rescue operations</b> , including search and rescue reports.	Retain minimum of 15 years after action completed, then destroy
065	Records relating to investigations into the <b>cause of a fire</b> which does not result in a criminal investigation.	Retain minimum of 10 years after action completed, then destroy