# Record storage and destruction

The following table provides information on the storage and destruction requirements for safety screening information

| **Record** | **Detail** | **Retention period – successful** | **Retention period   unsuccessful** | **Storage  –successful** | **Storage  – unsuccessful** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Police check form* (incorporating the proof of identity check)** | The police check form must be signed by applicants to authorise release of information  The police check form relates only to the specific job being applied for | No longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | No longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | Place on personnel file – see retention period | Registered Recruitment file for six months | Chairperson of selection panel or person conducting respective Human Resources function. |
| **Proof of identity documentation** | Copies of documentation to show Proof of Identity | Not longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | Not longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | Place on personnel file – see retention period | Registered Recruitment file for specified retention period | Chairperson of selection panel or person conducting respective Human Resources function. |
| **Disability worker exclusion list (dwel) check (if necessary)** | It is compulsory to check that all potential employees and workers are not on the DWEL before they are permitted to work in a disability residential service. A person whose name is on the DWEL is not permitted to work in a disability residential service | Indefinite | Six years | Place on personnel file | Registered Recruitment file for specified retention period | The person conducting the Human Resources function initially, and then the accredited agency contact follow up with audit for delegate to confirm information has been securely destroyed. |
| **International police check (if necessary)** |  | Indefinite | Six months | Personnel file | Registered Recruitment file for six months | Chairperson of selection panel or person conducting respective Human Resources function. |
| **Accredited agency screen print showing a check has been conducted** | This only applies to successful applicants and must form part of the new starter paperwork documentation provided to the respective person conducting Payroll functions. In light of the new retention period, it is advised that a record is made of the reference number and that this is saved in the personnel file or HR system as evidence that a police check was carried out | Not longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | Not longer than 12 months following release of result, unless legislation applying to the organisation mandates a longer document retention period. | Personnel file – see retention period | N/A | Person conducting respective Human Resources function. |
| **Details of offences identified through police check - police history information (phi)** | If accredited agency returns a positive result from a police check, the person conducting Human Resources function has access to the Police History Information (PHI).  A Safety Screening Assessment is conducted whenever PHI is identified in order to assess the overall risk of employing a person with a particular, relevant history in a particular role.  Agencies should notify DHHS of outcome of assessment.  The Safety Screening Assessment must be signed off by the head of the area. | Any PHI must be destroyed by the agency within 3 months of receipt.  However, where information is subject to legal proceedings, it is possible to keep this beyond 3 months but approval for this is required from via the accredited agency contact. | Any PHI must be destroyed by the agency within 3 months of receipt.  However, where information is subject to legal proceedings, it is possible to keep this beyond 3 months but approval for this is required from via the accredited agency contact. | Secured Registered Corporate file held in agency storage (for three months) | Secured Registered Corporate file held in agency storage (for three months) | The person conducting the Human Resources function would initially, and then the respective coordinator follows up with audit for delegate to confirm information has been securely destroyed. |
| **Safety screening assessment form** | A Safety Screening Assessment Form is used whenever negative information is identified as a result of organisational Safety Screening Procedures or if a disciplinary issue has been identified from the disciplinary database.  It assesses the overall risk of employing a person with a particular, relevant history in a particular role. | Indefinite | 6 years | Registered Corporate file held by respective Human Resources Team | Registered corporate file | Human Resources Managers should send original assessment documentation to the Accredited agency contact upon completion of the process. |
| **Referee report** | Referees must be advised that their comments will be recorded in writing.  Applicants may not directly access the referee report, but may access parts of the Selection Report (except those parts relating to other applicants) including any referee comments included in the Selection Report that are extracted from the referee report.  The referee may have access to the written referee report. | Indefinite | 6 years | Personnel file | Recruitment file | Chairperson of selection panel or respective Human Resources function. |
| **Medical check** | All medical details remaining strictly confidential and retained by the applicant’s medical practitioner.  A statement from the medical practitioner confirming the applicant’s ability to perform the duties and requirements of the position is retained. | Indefinite | 6 years | Personnel file | Recruitment file | Chairperson of selection panel or respective Human Resources function. |
| **Selection report** | Applicants can seek this information through a Freedom of Information.  Selection panel members need to be confident that any documented comments from the selection process can be defended  Applicants may access referee comments extracted from the Referee Report and included in the Selection Report | 6 years | Not applicable | Recruitment file | Recruitment file | Chairperson of selection panel or respective Human Resources function. |