State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA344
This authority covers records relating to the conduct of trials and associated appeals on behalf of another jurisdiction.
Issued to Office of the Director of Public Prosecutions

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 Records Authority of New South Wales in accordance with section 21(3) of the Act.
Scope
This functional retention and disposal authority covers records relating to the conduct of trials and associated appeals on behalf of another jurisdiction.

Public office
Office of the Director of Public Prosecutions

Approval date
27/02/2014
Jenni Stapleton
A/Director
State Records Authority of New South Wales
About the Functional Retention and Disposal Authority

Purpose of the authority
The purpose of this functional retention and disposal authority is to provide approval for the transfer of possession or ownership and destruction of records relating to the conduct of trials and associated appeals on behalf of another jurisdiction.

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.

Implementing the authority
This retention and disposal authority applies only to the records or classes of records described in the authority. 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.

Amendment and review of this authority
State Records must approve any amendment to this authority. Public offices that use the authority should advise State Records of any proposed changes or amendments to the authority.

Contact Information
State Records
PO Box 516 Kingswood NSW 2747
Telephone: (02) 9673 1788
Facsimile: (02) 96239320
E-mail: govrec@records.nsw.gov.au
<table>
<thead>
<tr>
<th>No</th>
<th>Function/Activity</th>
<th>Description</th>
<th>Disposal Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Criminal prosecutions</td>
<td>Records relating to the conduct of trials and associated appeals on behalf of another jurisdiction. This includes case notes, letters, Court documents, submissions, etc., generated by the Office of the Director of Public Prosecutions and briefed counsel in relation to the matter, copies of evidentiary materials provided by police and Court held-materials such as transcripts and judgements.</td>
<td>Transfer to relevant jurisdiction as required. Where copies of electronic format records have been provided, residual electronic records may be destroyed following confirmation of the receipt and registration of the copies by the appropriate office of the relevant jurisdiction.</td>
</tr>
</tbody>
</table>