



DISPOSAL FREEZE

Government records relating to children

Attn: All State and Local Government Organisations

In line with the recommendations of the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse, the State Records Office of Western Australia (SROWA) has issued a disposal freeze on records documenting, or that may be relevant to, actual or alleged incidents of child sexual abuse.

Any such records held by State or local government organisations, or their outsourced agents, **must not be destroyed** until further notice.

Scope of Disposal Freeze

This disposal freeze applies to all Western Australian State organisations, as defined by the *State Records Act 2000*, as well as outsourced agents that may create or maintain relevant records on behalf of a State organisation.

It applies to the following State records, in any format:

All records of past or current actual and alleged incidents of child sexual abuse, and all records related to the care, supervision, education and treatment of children where government employees, contractors, volunteers and outsourced service providers are in contact with children.

Appendix 1 (attached) lists record categories that may be relevant.

Implementation Advice

All government staff and other relevant parties, including outsourced agents, responsible for creating or maintaining State records must be made aware of this disposal freeze.

Relevant records as described in the Scope **must not be destroyed**, regardless of whether the records are due for destruction under an approved disposal authority. Records already sentenced for destruction must be kept if the records fall into this category.

The disposal freeze applies from the date of this circular, until further notice from the State Archivist.

More information is available via the SRO website, under the "News and Events" section.

Further Information

For further information or clarification please contact Isabel Smith, Director State Information Management, on (08) 9427 3660 or sro@sro.wa.gov.au.

Cathrin Cassarchis
State Archivist and Executive Director State Records
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Records subject to the Disposal Freeze

The following is a list of records that may be relevant to actual or alleged cases of child sexual abuse. Please note that this is not an exhaustive list. Agencies with queries should contact the State Records Office for further advice as required.

A 'child' is defined as someone under the age of 18 years.

'Records' are defined as:

All records of past or current actual and alleged incidents of child sexual abuse, and all records related to the care, supervision, education and treatment of children where government employees, contractors, volunteers and outsourced service providers are in contact with children.

Examples of records about children include:

- client / case / student files
- comments and reports from parents, employees and members of the public
- compensation / attempted or successful redress
- complaints
- evaluations of accommodation / services
- gathering and exchange of information about abuse
- incident reports
- inquiries
- investigations, reviews and inquiries
- legal, disciplinary and / or appeal proceedings
- licences to operate etc.
- management of specific allegations
- participation in targeted operational responses
- policies / procedures / standards / codes of conduct
- records relating to government legislation and its implementation
- referrals to law enforcement agencies
- relevant actions, decisions or cases
- reports from medical practitioners, teachers, social workers, counsellors and case officers etc.
- reviews of actions
- worker registers