

Policy permitting destruction of certain paper-based offence reports

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Background

Members of the public request service from Police in a number of ways:

- by phoning 111 in an emergency
- by phoning 105 to report historical or non-emergency crime (such as a house burglary while on holiday)
- by completing an online form to report historical or non-emergency crime
- by providing information to Police either over the counter at a Police station or at the scene of an offence or incident.

Information relating to these requests for service is entered into Police electronic systems for the purposes of preventing and responding to crime and helping victims. This information is entered in a number of ways:

- Operators receiving phone calls via 111, 105, FM&T processing online forms and station staff receiving over-the-counter reports and requests, enter the information directly into the National Intelligence Application (NIA). This is often completed with the assistance of either CRIS or OnDuty Office.
- At the scene, depending on the incident frontline staff either use OnDuty (TCR, IONS, Notings) or make notes in their notebooks. Frontline staff use the 'Winscribe' application to dictate the information relating to the offence. Typists/File Management Support Officers then transcribe the information into NIA. While they may refer to any notes, frontline staff do not need to complete an offence report when using Winscribe.
- Police have moved away from the use of paper-based offence reports. Therefore, it is not recommended that paper-based offence reports are used to capture information. If they are used (against policy), once this information is entered into NIA the offence report can be destroyed (see below).

Scope

This chapter applies to all Police employees, whether permanent or temporary, and includes contractors and volunteers.

For the purposes of this policy an 'offence report' includes a non-offence incident report (Pol 101).

Policy statement

1. The official record for an offence report is the information relating to that report as entered into NIA.
2. Where practicable and to promote efficiency, information relating to offence reports should be entered directly into NIA as 'Electronic Only' files and not via the intermediate step of completing a paper-based form.
3. However, where any report listed in the [schedule](#) to this policy is completed as a paper-based report then, as long as:
 - (a) the [National Recording Standard \(NRS\)](#) and other established procedures for data quality assurance are being followed; and
 - (b) at least 30 days have elapsed since the information contained in the report was entered into the Police National Intelligence Application (NIA),
 - that paper-based report may be destroyed.
4. Where paper-based reports qualify for destruction in accordance with this policy, that destruction should take place regularly soon after the expiry of the 30 day period.
5. Information quality assurance is an integral part of this policy. A high level of confidence must be maintained around the quality of both information capture and information entry into NIA.

An offence report is a form designed as a prompt for frontline staff to help ensure that the right information relating to an offence (or an incident in the case of Pol 101) is collected. As such it is a working document used to enter information into NIA in accordance with the [National Recording Standard \(NRS\)](#). Once the information is so entered in NIA, the report that was used to enter the information is no longer required.

Given the large volume of offences and incidents recorded nationally each year, the more efficient approach is to avoid duplication of information and unnecessary processing and storage of paper-based files.

Under the authority of [General Disposal Authority 7: Facilitative, Transitory, and Short-Term Value Records \(DA 576\)](#), 1.7 Working Notes and Calculations, the paper-based offence reports detailed below may be destroyed in accordance with this chapter.

Schedule of Offence Reports

The following forms are subject to this policy:

Form No	Title
Pol 23	Offence Report
Pol 23A	Related Offence Report
Pol 23B	Supplementary Burglary Report
Pol 23C	Supplementary Attempted Unlawful Taking, Unlawful Taking and Theft ex Car Report
Pol 23D	Supplementary Sheet
Pol 23E	Supplementary Suspect Sheet
Pol 23F	Supplementary Offender Sheet
Pol 101	Non-Offence Incident Report

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