

## Section 8: Disposal of recordings

### 8.1 Disposal of Electronic Media, Evidence Management (EMEM) held master recordings

Master recordings archived at EMEM will be held for the retention period specified in the QPS Records Retention and Disposal Handbook.

### 8.2 Disposal of police copies

This following section only relates to the police copy of an interview or other event recording.

#### Digital discs

The investigating officer is responsible for the destruction of any discs for an interview or event connected to that investigation, once all avenues of appeal have been finalised. It is the responsibility of the investigating officer to verify that no appeal has been lodged, or any appeal proceedings finalised, prior to the recordings being destroyed.

For combined audio/video interview recordings the Electronic Media, Evidence Management (EMEM) held master DVD contains both video and audio data, consequently there is no need to forward any further copies. For PRD recordings a primary recording contains all the relevant data. Accordingly, once it is confirmed through the Property Management field of QPRIME that a primary recording is held by EMEM, and the appeal period for any court processes has expired, all further copies (DVD and CD) may be destroyed. For archival purposes the primary recording held at EMEM is considered the primary recording.

#### Analogue tapes

The investigating officer will be responsible for the destruction of any tape(s) (other than master tapes) relating to an interview or event concerning that investigation, which are in the possession of that member after the expiration of all aspects of the case being disposed of including any appeals. Copies of tapes may be destroyed once it has been confirmed through the Property Management field of QPRIME that the primary recording is held by EMEM.

Primary video tape recordings will be retained by the investigating officer until proceedings have been finalised. The primary video tape(s) will then be forwarded to EMEM and stored for the required retention period prior to destruction.

### 8.3 Disposal of recordings: negative interviews

Where a relevant person has been interviewed in relation to an indictable offence and there is insufficient evidence to substantiate any charge against that relevant person, the primary or original recording is to be forwarded to Electronic Media, Evidence Management.

When it is deemed to be unnecessary to retain further copies of the recording for any other purpose, they may be disposed of.

It should be remembered that when conducting an interview with a relevant person, policy regarding the provision of an original or copy of the interview recording(s) to the interviewee or the interviewee's legal representative, also applies to negative interviews.

### 8.4 Method of destruction of police copies of recordings

#### POLICY

It is the responsibility of the officer in charge of the region or command to implement a suitable method for the destruction of police copies of interviews and events generated by that region or command, which are no longer required. The method of destruction should take into account the sensitivity of the records and, where appropriate, use methods that completely destroy the records beyond any possible reconstruction.

Where the facilities exist, the preferred method for destruction of recordings is by way of shredding. Where it is decided to destroy recordings by way of crushing, burial or other method, all details contained on the recording labels must be obliterated. Local environmental regulations should be considered.

Due to environmental concerns, destruction by means of incineration is only to be considered as a last resort.

Where any record is destroyed, steps should be undertaken to ensure all copies of the record are destroyed at the same time, including back-up copies, access copies, and copies stored near line, off-line and on physical storage devices.

Further advice on the destruction of public records, is available from the Public Records Brief on the Destruction of Public Records and the Guideline for the Implementation of Retention and Disposal Schedules, Queensland State Archives' website.

### 8.5 Deleted

### 8.6 Right to information

Members are reminded recordings made by officers in the course of their duties may be accessible under the *Right to Information Act* and *Information Privacy Act*, and as such, naming and management protocols should provide for the

efficient retrieval of recorded information for this purpose. Any inquiries regarding right to information issues should be directed to the Right to Information and Subpoena Unit, Right to Information and Privacy Services.

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