

What kind of records are held by Juvenile Justice NSW?

Applicant factsheet

The Department of Justice holds records for a number of divisions including Juvenile Justice NSW (JJ). Correctly naming the type of record sought in a *Government Access (Public Information) Act 2009* (GIPA) application or subpoena/statutory order and providing specific timeframes for the information sought will enable faster processing times. JJ does **NOT** hold records relating to the functions of the **NSW Department of Education, NSW Children's Court, NSW Police Force or Justice Health – including psychiatric or other medical reports.**

Formal applications for information can be made under the GIPA Act. Production of documents can be made under a subpoena/statutory order; you may be asked to explain the legal forensic purpose if it is unclear in the subpoena /order.

Naming the type of JJNSW information, identifying the purpose and providing a specific date range for the records sought will assist in the timely processing of requests:

Information from JJ client database (CIMS) includes (please pick the relevant option below):

- Custodial history with dates of admission and discharge
- Case Notes
- Legal Orders
- Court Reports
- Incidents
- Alerts
- JJ Court History
- Case Plans
- Misbehaviour
- Programs
- Other (please specify)

Electronic records can be more efficiently located and extracted as compared to the following paper-based files. Accessing records from JJNSW

paper-based files will increase the time taken to respond to requests.

- Community (C) File: contain records about the young person while under community supervision that cannot be recorded on CIMS such as referral forms or certificates.
- Detainee (D) File: contain records about the young person while in custody that cannot be recorded on CIMS such as correspondence or certificates.
- Youth Justice Conferencing (YJC) File: contain records about referrals to YJC that cannot be recorded on CIMS such as some correspondence from the young person and victim/s.
- Psychological File(s): These files are only created when there has been a psychological or counselling assessment and/or intervention with a JJ Client. Note - psychological reports and case notes are recorded on CIMS.
- Court Reports are background reports prepared by JJ to assist the court in sentencing. These reports are equivalent to 'pre-sentence reports' in the adult system.
- Historical files: Prior to 2006 JJ Client information was recorded in paper-based files. Very limited information was recorded electronically. Requests for historical information may require paper-based files to be accessed and reviewed. Most records created prior to 1991 are held by Family and Community Services (FaCS).

For more information and access to our GIPA application form visit:
<http://www.justice.nsw.gov.au/contact-us/access-to-information>