This Register of Electronic Records is used to record the electronic recording(s) as evidence in the commission of an offence against the *Customs Act 1901* and other Commonwealth legislation. The electronic recording can be initiated upon a baggage examination, electronic examination, interview, personal search or detention. Media (DVD/CD/media devices) on which these recordings have been stored must be secured in a secure sage with a register showing the details of the officer releasing and returning the DVD/CD/media device.

The Register of Electronic Records records any person and agency taking access and control of the DVD/CD/media device in the records locker. The accountability for the release of the evidence rests with either the duty manager or shift supervisor. The destruction of a DVD/CD/media device should also be recorded in the Register of Electronic Records.

DETAILS FOR COMPLETION

Officers must ensure that all the details are written with blue or black pen and all details are correct and agreed to by both officers signing the evidence in, where required. Any corrections must be initialled.

LODGEMENT

Lodgement Date/Time: the date and time the designated officer (either the case officer or the electronic examination officer) lodges the electronic record.

Reason For Electronic Record: the reason the footage has been documented, such as seizure, baggage examination, external search, or CCTV footage.

Search Register Folio: the number of corresponding search register in case of detention and search (if applicable).

Traveller/Detainee's name D.O.B: the full name and birth date of the person was searched (including their baggage) or interviewed.

Digital Media: the media type that the electronic recording file was saved on (DVD/CD/media device).

Location: the location where the item is stored or kept.

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Custody Officer: the name of the officer lodging the CD/DVD/media device.
This must be the Duty Manager or shift supervisor.

Signature: the signature of the custody officer (in the case the Duty Manager or Shift Supervisor) who has custody of the electronic recording(s).

MOVEMENT

Date Removed or Returned: the date the CD/DVD/media device or media device is removed from, or returned to, the Records Locker.

Custody officer: the name of the officer (in this case the Duty Manager or Shift Supervisor) who moves or returns the CD/DVD/media device.

Signature: the signature of the Custody officer.

Witness Signature: the signature of the corroborating officer.

Name of Agency and Person to whom item is released or provided: the name of the external agency or individual to whom the DVD/CD/media device was handed over. This section must also include the full name of officer relinquishing custody of the DVD/CD/media device.

Signature: the signature of the officer who receives the DVD/CD/media device.

Reason for Access: such as removal for viewing by AGS or return upon copying by - AFP.

Date Destroyed: if applicable, the date of destruction of the electronic recording. DVDs and CDs must be destroyed as soon as practicable 12 months after the date of recording if relevant proceedings have not been initiated or have been discontinued.

Outcome of Examination: whether the examination was positive or negative.

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