



Departmental records

Systems and databases

DCP has various systems, registries, consignments and databases in which care leaver records are held.

Below is a detailed description of these systems and dates they were in operation departmental research officers use when searching for care leaver records.

CIS - Client Information System (Child Protection database)

CIS was first used in 1988 to record client information electronically. CIS recorded client intake and communication information, tracked client files and listed archived client files only. It was part of a larger information system known as JIS (Justice Information System). It is no longer used. 85 type files were created alongside CIS records.

C3MS - Connected Client Case Management System (Child Protection database)

This system replaced CIS during 2009-2010. All types of client information are recorded on the systems and links are created between connected clients (Electronic Client file). It records all types of information including correspondence, actions and decisions. This system is in current use.

SWIC - State Ward Index Cards

One of the oldest records kept by the Department, State Ward Index Cards (SWIC), an administrative record (a small card) created when a child entered the Department's jurisdiction to record the child's details, such as names of parents and placements or number of times they had absconded and when they were released from State Care. The SWIC also included medical information, school report notes and brief comments on the child's care. They were used from 1900 to the early -1990s. Original cards are archived in State Records.

AFIS Pro – Adoption and Family Information Service Pro

A Database developed by the former Adoption and Family Information Service (AFIS). It includes records that are not managed within the Client Information System (CIS) and are archived in State Records. Date range from 1800 to early 1990.

ANTCOD – Aboriginal Native Title Court Order Discovery

This database is a result of an Australian Native Title Discovery Project in 1998 and emanated from an order issued by the Federal Court of Australia. The database captured all records that are relevance to the Aboriginal community, individuals and families, Aboriginal programs, names of clients, visitors, volunteers and staff members were recorded. The majority of records were not clearly identifiable as Aboriginal or non-Aboriginal and a decision was made to record all records including records held at the old Magill Training Centre. Records found on this database date back as far as the late 1850's and cover a broad range of functions.



Copernic – Program Records Management System

A search engine tool that can search accessible electronic documents and archived consignment lists via keywords across departmental Hard Drives. This system was introduced in 2012 and is used currently.

Master Adoption Index Cards

A card which provides a record of every adoption in South Australia from 1926 to the present.

File types

Before the Connected Client Case Management System (C3MS) was introduced between 2009 and 2010, physical files were used to record child protection information held by the department. Each file type and number had a specific purpose for recording information.

Below is a list of these file types and their purpose:

Client File types

*Type 85 – Client Contact (**Master file**)*

This file is the master file which was used to record any contact with a client. These files were used in conjunction with the *Client Information System (CIS) database*. In addition to the Type 85 file there are a number of 'sub' file types that supplement this file:

Sub Type 44 – Criminal Compensation

This file was not in use until the year 2000 and it contains legal briefs and correspondence relating to Victims of Crime applications.

Sub Type 55 – Psychological Services

This file contains reports relevant to the referral of the client to the psychologist and material obtained during the course of the referral. This may include case conference reports, other medical, social work, psychiatric or psychological reports; and the interview notes, test materials, amassed during the assessment or referral process.

Sub Type 62 – Community Work Program

This file contains orders made from the Youth Court, for example, the number of hours of community service. Also contained in this file is correspondence, copies of orders, working lists, hours worked are all.

Sub Type 86 – Secure Care

This file contains mandates, sentencing remarks, updated personal details, review board reports and forms, and also social background reports.

Sub Type 87 – Financial Counselling

This file consists of requests for services, statement of expenses, disclosure of authority, copies of sundry documents, copies of ingoing and outgoing correspondence. Clients may be referred by other government agencies.



Sub Type 88 – Crown Law Referral

This file contains the following information required by Crown Law to present the request to Court, for example, final request report, any other relevant reports from other agencies/professionals, copy of child's birth certificate and request forms:

- Care and Protection requests
- Variation\Discharge requests
- Investigation and Assessment requests

Sub Type 89 – Appeals and Complaints

Information in this file refers to internal enquiries, investigations of FACS (Now DCP) customer's complaints and external enquiries such as Ombudsman enquiries raised by or in relation to specific clients of the department.

Sub Type 93 – Community Residential Care

This file is created when a child is placed into Residential Care. This sub-file contains records of the client's day to day activities, health and education information, recreation programs and activities, training and work experience, absconding details, offences committed whilst in Residential Care.

Sub Type 94 – Country Liaison

Similar to the Client file Type 85, this file was used in the past if for example, a country regional office transported a child to Court. The liaison officer would escort the child to and from the airport or bus station to court and back. The Court Liaison Officer would also accompany the child on interstate trips. The information contained in this file would also be recorded in the child's Type 85 file.

Sub Type 99 – Community Based Care

This file had 2 purposes; Previously these files were used by Post Care Services for FOI requests and; a formerly Specialist Youth Program. Where independent living teams and special programs for youth teams and for the individual assessment of young people who are clients of the Remand Inc program.

Files not a part of the Master Sub file system

Type 70 – Foster Parent

This file contains registration details, assessment details, police checks, explanations by foster parents if police checks are unsuitable. It also contains the annual reviews and other performance or care issues which have been undertaken. Also Including files relating to specialist foster care administered by DCP through to Remand INC.

Type 72 – Residential Care Contact file



The 72 file was introduced in October 2016 and the creation of this sub file is to ensure that the homes no longer utilise display books/manila folders etc. to file client information that is required by workers (including agency staff).

Type 71 – DCP Supported Carer file

This file is used for all carer programs including any future carer programs. A Type 71 file is created by each program's Senior Workers.

Type 75 – Intensive Neighbourhood Care (INC)

These files were kept by the INC supervisor; there are two aspects to the file.

1. This program was adopted from Britain and seen as a type of fostering arrangement. Selected people were paid to look after children and young people, most had criminally offended.
2. The file contains the request from the individual seeking to become an INC parent, police check information, orientation and training details, appointment and termination documents, annual reviews of approval, details of placements with the Carer, performance issues with the carers and details of any adverse incidents arising out of the care of the children.

Type 80 – Burial

The burying of destitute persons, most were buried at West Terrace Cemetery. Families would seek financial assistance to bury family members or children. This function was later transferred to Department for Families and Communities (now DCP) and then later, the Department for Communities and Social Inclusion (DCSI) who now have control of these files and is responsible for the archiving of these records. Access of these records must be directed to DCSI. Records archived prior to function being transfer to DFC and later DCSI are the responsibility of DCP.

Type 97 – Freedom of Information

This file should contain only that information relating specifically to the FOI request and subsequent processing of that request, for example, copy of the request form, copy of the outcome report and copy of the notice of determination.

Type 77 – Special Investigation

This file type was used by Special Investigations for the conduct of departmental investigations and is not part of the CIS or Client File System.



Old file types (prior to the creation of the type 85 master file system)

Type 01 – Financial Assistance

This file has now been replaced by an 87 file. Before receiving financial assistance parents would need to be separated for 6 months before being recognised and classified as separated. The department paid money to the female spouse in those 6 months and money was recoverable if the couple got back together through the Type 3 file – Revenue. Financial Assistance proceedings are kept in the Type 2 – Maintenance File

Type 3 – Revenue File

Revenue File to record; recovery of financial assistance provided to families; recovery of housekeeper fees and; fees charged for child being in care; for example, the cost of keeping child at an institution.

Type 2/0 (20) – Matrimonial File

This file made when people are married and contains all correspondence relating to maintenance support.

Type 2/1 (21) – Affiliation File

Affiliation files were used for proceedings for non-married people relating to maintenance support.

Type 40 – State Ward (Child File)

A range of documents are kept in these files, for example, case notes on a State Ward

When department became aware that there was an issue, a family file was created. In the instance a child became a State Ward then a Type 40 file would be opened. All family details were kept on the Type 90 Family File.

Type 40 files ceased when Master file – Type 85 file came into use (same time as JIS was introduced to the department).

Type 41 – Treatment and Assessment

This file type was used when a Child was placed in secure care or residential care. An assessment panel would assess the child and appoint the appropriate treatment for example, community service program.

Type 45 – Private Care

This file would be used when a child or young person is in private care arrangement, for example, with a relative and not under a Guardianship of the Minister. Parents would retain guardianship of child and if the child was living with a relative, the relative would be able to claim guardianship payments.

Type 50 – Bond (With Supervision)



When a child or young person was placed on a good behaviour bond, it would be supervised by Officer of Child Welfare Department. Information contained in file would be dealings, notes, orders, correspondence and letters for breach of supervision.

Type 60 – Adoption File

Where used to retain adoption branch information relating to the circumstances of local or inter-country adoption programs from expression of interest through to adoption order being granted.

Type 90 – Family File

This file was used to record information when children were placed privately away from parents.

Type 91 – Aboriginal File

Aboriginal files were used in place of family file for Aboriginal people by the Aboriginal Affairs department until it ceased in 1971

Type 92 – Non Accidental Physical Injury to Children (N.A.P.I.C)

These files were used in the mid 1970's there were regional child protection panels formed in each regional area to assess child abuse. They recorded information from the panel.

Type 95 – Budget Advice

Budget Advice Officers assisted individuals or families that were in financial difficulties, helping with budget assistance, negotiating with creditors and repayments; learning how to consolidate loans and part of family preservation program.