

# Appraisal log

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## General retention and disposal schedule

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\* Where the background information refers to existing record classes, please see the *General retention and disposal schedule: summary of changes* for further details.

\*\* Where the business requirements refers to comparisons with other jurisdictions or existing Queensland record classes, please see the *General retention and disposal schedule: Appraisal log extracts of comparisons with other schedules*

Title	Scope Note
<b>COMMON ACTIVITIES</b>	<p><i>Records of activities common to many government agencies. Each common record class from this section can be combined with any function undertaken by an agency, except where an exemption is indicated.</i></p> <p>NOTE: If an agency is unsure as to whether any classes can be used to sentence core business records, please contact QSA for further assistance.</p>
<b>Activity</b>	
<b>ADVICE</b>	
<i>Offering of opinions or recommendations as to an action or judgement. Excludes advice or briefings provided to a Minister.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1000	<p><b>Advice – significant</b></p> <p>Records relating to significant high-level advice provided or received by the agency on substantive aspects of agency functions, responsibilities, obligations and liabilities.</p> <p>Significant advice may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• having far-reaching social, economic and/or national implications</li> <li>• result in a reversal of a government decision and/or changes to government/agency policy</li> <li>• generates substantial public interest and debate.</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>These records provide evidence of advice given by or received by the agency on issues that have resulted in far-reaching social, economic and/or national implications; a reversal of a government decision and/or changes to government/agency policy; substantial public interest and debate.</p> <p><b>Business requirements:</b></p> <p>Agencies provide advice on a number of wide-ranging issues and topics that could:</p> <ul style="list-style-type: none"> <li>• help formulate and determine policy across whole-of-government</li> <li>• set legal precedence</li> <li>• help deliver major infrastructure or planning schemes</li> <li>• have impact on major social, economic or cultural issues in Queensland.</li> </ul> <p>The retention period is consistent with all other jurisdictions with similar record classes.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Includes formal briefings provided to Mayors, Councillors and senior agency officials, e.g. Director-General.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>
1001	<p><b>Advice – other</b></p> <p>Records relating to other advice provided or received by the agency that relates to the functions of the agency that is not considered to be significant.</p> <p>Includes provision of advice on legislation formulated by other agencies.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a merger of existing record classes relating to advice. These records provide evidence of advice given by the agency on issues that relate to the core functions of the agency but where the advice is not regarded as significant.</p> <p><b>Business requirements:</b> The retention period for this record class has not changed. Although a majority of other jurisdictions have a 5 year retention period for similar records, the retention period is based on existing Queensland precedent in both the GRDS and core schedules.</p>

**Activity****AGREEMENTS**

*Establishing and managing binding arrangements, established for any purpose. Includes agreements, contracts, leases, mandates, tenders, memoranda of understanding and/or memoranda of agreement. Agreements include the provision of services by an external contractor or consultant, as well as by using external services (outsourcing). Also includes managing joint venture operations between the agency and other agencies, both government and private, where there is a contract, joint contribution of funds and/or time, and co-research or collaboration between inter-departmental units, departments or agencies.*

*Excludes agreements which have additional evidential requirements beyond the statute of limitations (e.g. where an external contractor is engaged to remove asbestos from agency buildings and has not provided a final report/clearance certificate).*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1002	<p><b>Agreements and contracts – significant</b></p> <p>Records relating to agreements and contracts, including joint ventures and public-private partnerships, which are of major significance to the agency and the State or which have created major public interest or controversy. Includes significant agreements that do not proceed.</p> <p>Significant agreements and contracts may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>all agreements and contracts with the Commonwealth or other States (e.g.</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Although this class merges 3 existing record classes, due to its expansion it is effectively a new class. An identified gap, significant contracts have previously been included in a number of Queensland core schedules due to its absence in the GRDS.</p> <p>As a signatory to a highly significant (landmark) agreement or contract, the agency must commit to developing and maintaining a process of negotiation and engagement based on:</p> <ul style="list-style-type: none"> <li>a set of principles, including mutual respect and cooperation, which underpins the relationship between the agency and the other party</li> <li>open and timely communication and consultation</li> <li>an understanding of each other's roles and responsibilities in situations where they may overlap.</li> </ul> <p><b>Regulatory requirements:</b></p> <p>Queensland Procurement Policy</p> <p><b>Business requirements:</b></p> <p>Queenslanders demand a range and quality of services provided at all levels of government. Agencies will at times enter into agreements and contracts that will have significance to the agency and/or the State and these records should remain available for ongoing accountability, precedent and social history purposes. Such agreements would include machinery-of-</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>National partnership agreements)</p> <ul style="list-style-type: none"> <li>• large scale projects or programs requiring Ministerial approval</li> <li>• transfer of Government or agency responsibilities, functions, obligations or liabilities (e.g. machinery-of-government changes)</li> <li>• major liabilities or obligations for the agency</li> <li>• sale, outsourcing or long-term leasing of government functions</li> <li>• Aboriginal and Torres Strait Islander rights (e.g. Indigenous land use agreements)</li> <li>• claims or matters that are precedent setting</li> <li>• significant industrial and workplace agreements, awards and enterprise bargaining.</li> </ul> <p><b>Disposal action –</b> Permanent.</p>	<p>government changes, major infrastructure, with other States and Territories and Aboriginal land rights.</p> <p>The retention period is consistent with all other jurisdictions with similar record classes. It is also consistent with the retention of similar records in 5 existing Queensland schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Transfer to QSA after business action completed.	
1003	<p><b>Agreements and contracts – under seal</b></p> <p>Records relating to agreements and contracts, which have been approved under seal (speciality contracts).</p> <p>Excludes significant agreements.</p> <p><b>Disposal action –</b></p> <p>12 years after the expiry or termination of the agreement or contract.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class.</p> <p>A contract under seal is also termed as a sealed contract, special contract, deed, covenant, speciality, specialty contract or common-law speciality. It is a formal contract, which does not require any consideration and has the seal of the signatory attached. A contract under seal must be in writing or printed on paper. It is conclusive between the parties when signed, sealed and delivered.</p> <p>Contracts under seal also bear little resemblance to ordinary contracts. A contract under seal is a written promise or set of promises which derives its validity from the form, and the form alone, of the executing instrument. The only requirements are that the deed should be intended and should be signed, sealed and delivered.</p> <p><b>Regulatory requirements:</b></p> <p><i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b></p> <p>There has been no change to the retention period from GRDS v.7.</p> <p>The retention period ensures that these records are available in the event of legal action arising from a breach of contract under seal under s.10 (3) of the <i>Limitation of Actions Act 1974</i> which allows an action to be brought up to 12 years from the date of the cause of action.</p>
1004	<p><b>Agreements and contracts – not under seal</b></p> <p>Records relating to agreements and contracts, which are approved and are not under seal.</p> <p>Includes joint venture projects, superannuation trustee agreements, insurance</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class has been created by combining multiple existing record classes from GRDS v.7.</p> <p>Under the State Government Conditions of Contract for the provision of goods and/or services, the following documents constitute the entire contract between the customer and contractor:</p> <ul style="list-style-type: none"> <li>• the order (including additional provisions)</li> <li>• conditions of contract</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>policies, service level agreements and lease agreements. Excludes significant agreements.</p> <p><b>Disposal action –</b> 7 years after the expiry or termination of the agreement or contract.</p>	<ul style="list-style-type: none"> <li>• specifications</li> <li>• offer (to extent accepted under the order)</li> <li>• any other document, in whole or in part, forming part of the contract, as agreed in writing between the customer and contractor.</li> </ul> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> There has been no change to the retention period from GRDS v.7. The retention period ensures that these records are available in the event of legal action arising from a breach of contract under s.10 (1)(a) of the <i>Limitation of Actions Act 1974</i> which allows an action to be brought up to 6 years from the date of the cause of action.</p>
1005	<p><b><i>Agreements and contracts not proceeded with</i></b> Records relating to agreements and contracts that have not been successfully negotiated and approved. Excludes significant agreements that do not proceed.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. Agreements will regularly not be proceeded with due to a number of factors. These can include a breakdown in negotiations, funding has been withdrawn or agreements and contracts that are not renewed as the service or product is no longer required.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. The retention period provides evidence of the decision of the agency or another body not to enter into or renew an agreement. There is existing precedence in several Queensland core schedules.</p>
1006	<p><b><i>Agreements and contracts register</i></b> Entries in the agreements and/or contracts register.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This record class has been created by combining existing record classes relating to tender and contract registers from GRDS v.7. These record classes have been moved to Common Activities due to the nature of agreements/contracts.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	12 years after the expiry or termination of the agreement or contract.	<p>A contract register is a list detailing contracts that are let by an organisation. The list is dynamic and details contract value, contract manager, supplier and expiry date of the contract.</p> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. The retention period ensures that these records are available in the event of legal action arising from a breach of contract under seal under s.10 (3) of the <i>Limitation of Actions Act 1974</i> which allows an action to be brought up to 12 years from the date of the cause of action.</p>



**Activity****AUDIT**

*Officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of an agency for a specified period.*

*Audits may include, but are not limited to: compliance, financial, operational, recordkeeping, skills, systems and quality assurance.*

*Excludes the core business records of the Queensland Audit Office.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1007	<p><b>Audits – significant</b></p> <p>Records relating to significant audits which cross functions, examine core functions or measure agency performance or compliance at a strategic level, and which:</p> <ul style="list-style-type: none"> <li>involve contentious or litigious matters and/or set a precedent</li> <li>lead to a major change in policies</li> <li>involve major public interest or controversy</li> <li>are presented to Parliament.</li> </ul> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>The Auditor-General, an independent Officer of Parliament, is the external auditor of both the state and local government public sectors in Queensland. The Queensland Audit Office (QAO) supports the role of the Auditor-General of Queensland in providing Parliament with an independent assessment of the financial management-related activities of public sector entities.</p> <p>Significant audit records sentenced under the QAO retention and disposal schedule are those audits which are deemed of historical significance by the Auditor-General.</p> <p>However, not all audits will be conducted by the QAO. Agencies may conduct audits either themselves or engage a third party. Some agencies may have their own internal audit team who will conduct periodical audits on various business processes.</p> <p><b>Regulatory requirements:</b></p> <p>Auditor-General of Queensland Auditing Standards</p> <p><b>Business requirements:</b></p> <p>As the Auditor-General is responsible for identifying what QAO audits are regarded as significant, audits which are conducted by the QAO and are very significant to a particular agency may not be retained. Given this, any audit records held by an agency which meet the criteria for significance have been recommended for permanent retention. There may be some duplication with QAO but having a complete agency record of both the audit and its impacts is important for providing context for future researchers. It may also be possible for a private or internal audit to be significant (for example, the audit may reveal flaws which result in major changes to policy but are never made public).</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period is consistent with the retention of similar records by NSW, SA and WA. It is also consistent with the retention of similar records in 7 existing Queensland schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>
1008	<p><b>Audits – other</b></p> <p>Records relating to other audits which are not significant.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges multiple existing audit record classes from GRDS v.7.</p> <p>The Queensland Audit Office developed the 'Better Practice Guide Performance Reviews' to assist organisations to adopt a performance review system that enables analysis and interpretation of performance information, facilitates discussions on how performance can be improved and translates these discussions into action.</p> <p>Performance review systems that use data to review performance and inform decision making are used by government agencies nationally and internationally. A good performance review system provides a greater level of accountability and responsibility, with a focus on continuous improvement.</p> <p>This record class also covers administrative audits that an agency conducts either internally or by an external provider.</p> <p><b>Regulatory requirements:</b></p> <p><i>Financial Accountability Act 2009</i></p> <p>Financial and Performance Management Standard 2009</p> <p>Queensland Audit Office – Better practice guide performance reviews</p> <p><b>Business requirements:</b></p> <p>Section A23.1 of the <i>Australian Auditing Standard ASA 230 Audit Documentation</i> endorses s.307B of the <i>Corporations Act 2001</i> which requires audit working papers for company audits to be retained until:</p> <ul style="list-style-type: none"> <li>• the end of 7 years after the date of the audit report prepared in relation to the audit or review to which the audit working papers relate or</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>an earlier date determined by the Australian Securities and Investment Commission for the audit working papers.</li> </ul> <p>Section A23.2 states that relevant legislation or regulation, other than the <i>Corporations Act 2001</i>, may require the retention of audit working papers for specified periods.</p> <p>The <i>Queensland Auditing Standards</i>, issued by the Auditor-General of Queensland, adopts the <i>Australian Auditing Standards</i> for audits in the Queensland public sector including Government Owned Corporations and local governments.</p>

**Activity****AUTHORISATIONS**

*Authorisation or permission to perform certain actions.*

*Excludes the delegations records held by a Minister or Assistant Minister's Office.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1010	<p><b><i>Delegations – Chief Executive Officers and statutory office holders</i></b></p> <p>Records relating to delegations of authority issued:</p> <ul style="list-style-type: none"> <li>by a Minister as described in the <i>Queensland Ministerial Handbook-Governing Queensland</i> where the records of delegation are managed by the department</li> <li>to a Chief Executive Officer (or equivalent)</li> <li>to a statutory office holder.</li> </ul> <p>Includes financial delegations and international travel authorisations.</p> <p>Excludes the delegation records held by a Minister or Assistant Minister's Office.</p> <p><b>Disposal action –</b> Permanent.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This was an existing record class from GRDS v.7 with the addition of international travel authorisations to the record class.</p> <p>Under the <i>Financial Accountability Act 2009</i> (the Act), the accountable officer or statutory body may need to delegate certain functions or responsibilities to other agency staff. While the provisions of the Act do not apply to statutory bodies, a statutory body's enabling legislation may contain similar provisions relating to the delegation of functions.</p> <p>An accountable officer may place restrictions or conditions on any delegation given (for example, approval of certain types of transactions up to specific amounts or for specific cost centres).</p> <p>Delegation of powers by Ministers, Chief Executives, Mayors and local governments is also covered by s.255-260 of the <i>Local Government Act 2009</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Acts Interpretation Act 1954</i> <i>Local Government Act 2009</i> <i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7 and is consistent with the retention of similar records by other jurisdictions.</p> <p>Under s.103(1) of the <i>Public Service Act 2008</i>, a chief executive may delegate the chief executive's functions under an Act to any appropriately qualified person.</p> <p><b>Permanent retention criteria:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Transfer to QSA after business action completed.	These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research: <ul style="list-style-type: none"> <li>2 – Primary Functions and Programs of Government.</li> </ul>
1011	<p><b>Delegations – other staff</b></p> <p>Records relating to delegations of authority issued to all other agency staff.</p> <p>Includes financial delegations.</p> <p><b>Disposal action –</b></p> <p>7 years after authorisation ceases.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>There has been a minor amendment to the record class description to increase the scope of the class to cover financial delegations. This is because one of the common delegations in agencies relates to financial management (procurement, expenditure and payment delegations).</p> <p>There are no specific types of delegations which an agency must establish. These will be determined based upon the ‘business’ of each agency. Types of delegations that are traditionally assigned by accountable officers and statutory bodies include:</p> <ul style="list-style-type: none"> <li>procurement (authority to sign requisitions, purchase orders)</li> <li>expenditure (authority for operational expenditure, write-off losses or assets)</li> <li>payment (sign cheques, authorise electronic funds transfers)</li> <li>administrative (correspondence, approve records disposals)</li> <li>human resources (approve role descriptions, advertising vacancies, appointments).</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Acts Interpretation Act 1954</i></p> <p><i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7. The retention period is consistent with other financial records in the GRDS.</p>
1012	<p><b>Vehicle authorisations</b></p> <p>Records relating to authorisation requests to use agency vehicles.</p> <p>Includes authorisations for private use, to carry passengers that are not agency employees or home</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing GRDS v.7 record classes. The record class description has been expanded to include examples of the authorisations covered.</p> <p>References to allowances have now been removed as these are covered by the Financial Management function.</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>garage agency vehicles. Also includes the use of private vehicles for official business.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>The retention period has been increased from 5 years to 7 years after last action for consistency with other financial records in this version of the GRDS.</p> <p>Although some of these records may be required under the <i>Fringe Benefits Tax (FBT) Assessment Act 1986</i>, the retention period is longer than the FBT minimum retention of 5 years. It also allows sufficient time for any personal injury proceedings to be brought that relate to an individual's use of the vehicle.</p> <p>The 7 year retention period is also consistent with similar authorisation records classes in the GRDS:</p> <ul style="list-style-type: none"> <li>• 1011 Delegations-other staff – Retain for 7 years after authorisation is cancelled or superseded</li> <li>• 1263 Travel authorisations/approvals – Retain for 7 years after business action completed.</li> </ul>
1263	<p><b><i>Travel authorisations/ approvals</i></b></p> <p>Records relating to applications, approvals and authorisations for employees travelling for work related proposes.</p> <p>Includes interstate and overseas travel.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This revised record class consolidates record classes relating to employee travel.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7.</p> <p>The 7 years retention period is also consistent with similar authorisation records classes in the GRDS, references:</p> <ul style="list-style-type: none"> <li>• 1011 Delegations – other staff – 7 years after authorisation is cancelled or superseded</li> <li>• 1012 Vehicle authorisations – 7 years after business action completed.</li> </ul> <p>These records may be required to validate that financial transactions are correct and therefore should be retained for the same period as other financial records. They may also be needed for audit purposes.</p>

**Activity****COMMITTEES**

*Managing formally established committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, agendas, reports, etc.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1013	<p><b>Advisory bodies</b> Records relating to external advisory bodies that have a direct impact on the agency's operations. Includes the nomination and appointment of advisory board members.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This record class has been expanded to include the nomination and appointment of advisory body members.</p> <p><b>Business requirements:</b> The retention period has increased from 25 years to permanent which is consistent with all other jurisdictions with similar record classes.</p> <p>Advisory bodies provide advice to the government on many different issues and their recommendations may directly influence the actions of the government. For example, the Radiation Advisory Council advises the Minister on the administration of the <i>Radiation Safety Act 1999</i> and makes recommendations for the prevention or minimisation of dangers arising from radioactive substances and associated machinery. As a result, the deliberations of these advisory bodies will be of ongoing interest and value to the people of Queensland.</p> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1014	<p><b>High-level committees</b> Records relating to high-level committees with overall responsibility for making major policy and planning decisions. Includes the nomination and appointment of committee members.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This record class combines existing GRDS v.7 record classes relating to major internal and external committees. It has also been expanded to include the nomination and appointment of committee members which is consistent with the approach taken by NSW and Victoria.</p> <p>High-level committees are responsible for the agency's long-term performance and business success as well as the timely delivery of key priorities for the agency.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>High-level committees include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• internal committees established to implement major agency programs</li> <li>• external and inter-agency committees where the agency provides the secretariat.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>The high-level committee's leadership and decision-making sets the strategic direction for the agency so that it can meet its goals and objectives. In particular, the high-level committee functions are to:</p> <ul style="list-style-type: none"> <li>• establish and communicate the agency's policy direction and accompanying strategic priorities through the strategic plan. This includes ongoing review of performance against goals</li> <li>• champion corporate governance and risk management – including strategic investment, structures, internal controls and culture-across the agency</li> <li>• provide leadership that will further the agency's purpose, policies and strategic direction</li> <li>• monitor the ways in which the agency delivers its services to ensure they are effective, efficient and ethical</li> <li>• coordinate the overall efforts of the entire agency by engendering a system of cooperation and empowerment</li> <li>• provide a role model of the values and behaviours expected of all employees.</li> </ul> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7 and is consistent with the retention of similar records by other jurisdictions. High-level committees set an agency's policy direction and can directly impact on how an agency's services are administered and delivered to the people of Queensland. Additionally, the decisions of significant external committees can have far-reaching implications not only for the agency, but also for the wider Queensland community. There is also precedent for the permanent retention of these records in existing Queensland core business schedules.</p> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1015	<p><b>Committees – other</b> Records relating to all other committees including:</p>	<p><b>Date authorised:</b> September 2016 <b>Background/business process:</b></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>internal committees formed to consider specific matters, e.g. audit committee, steering committees, operational finance committees and ad hoc committees</li> <li>external and inter-agency committees where the agency is a member and does not provide the secretariat.</li> </ul> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p>This record class combines existing GRDS v.7 record classes relating to other internal and external committees. It has also been expanded to include the nomination and appointment of committee members which is consistent with the approach taken by NSW and Victoria.</p> <p>An agency will be a member of various committees that relate to the functions and activities of the agency.</p> <p><b>Business requirements:</b></p> <p>While the retention period for internal committee records has remained the same at 5 years, the retention for external committee records has now increased from 2 to 5 years. The disposal trigger has also been simplified from “after committee has ceased” to “after business action completed”.</p> <p>The 5 year retention period provides consistency within the GRDS and allows sufficient time for the records to be referred back to if any issues arise. It is also consistent with a majority of other jurisdictions with similar record classes and with existing precedent in the Queensland Audit Office schedule.</p>

**Activity****COMPENSATION**

*Providing compensation for:*

- *employees injured while proceeding to or from work, injured during the working hours of the agency and the rehabilitation of these employees*
- *visitors in which the agency is found liable and damage to property in which the agency has claimed responsibility*
- *claims for professional indemnity and public liability*
- *compulsory acquisition of private property.*

*This section includes the requirements of the Workers' Compensation and Rehabilitation Act 2003.*

*Excludes the core business records of WorkCover Queensland.*

NOTE: Compensation is now an activity under Common Activities. Insurance has been moved to Financial Management.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1156	<p><b><i>Claims – significant</i></b></p> <p>Records relating to compensation claims which are of significance to the agency and/or to the wider community.</p> <p>Includes claims which go to appeal.</p> <p>Significant compensation claims may include, but are not limited to those that:</p> <ul style="list-style-type: none"> <li>• have whole-of-government implications</li> <li>• set precedents or have potential significance for decision-making</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p><b>Business requirements:</b></p> <p>The management of significant compensation claims directly impacts on individuals. Depending on the claim, significant compensation claims could also impact on the wider Queensland community. Given the criteria for determining significant claims, there will be substantial and ongoing community interest in these records.</p> <p>The retention period is consistent with the retention of similar records in ACT and WA.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• require significant changes to an agency's policies or operations</li> <li>• require a significant level of coordination or cooperation between different agencies</li> <li>• the size of the claim made by or against the State</li> <li>• are heard in the High Court</li> <li>• involve matters or identify parties that raise legal, political or policy issues which are sensitive for the State</li> <li>• attract or is likely to attract major public interest or controversy.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1264	<p><b><i>Claims – hazardous substances conditions</i></b></p> <p>Records relating to compensation claims submitted on behalf of a claimant who has been exposed or potentially exposed</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>In Queensland there is a large industry of mining and building developments. In 2016 there has been a resurgence of coal workers' pneumoconiosis (black lung) in miners who worked in the coal mines in Queensland.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>to a hazardous substance, e.g. asbestos.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p>Also in Queensland there are many buildings, including houses that were built with asbestos because of its durability. There has been precedence in Australia with compensation claims for asbestosis against James Hardy.</p> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> The retention period is based on the retention of similar records relating to the identification, removal and disposal of asbestos (1203) which has a retention period of “Retain for 100 years after removal or disposal of hazardous substance”.</p> <p>While the GRDS includes health monitoring records for employees exposed to asbestos (1221) with a 40 year retention period, the retention of claim records has been benchmarked against the longer period for the following reasons:</p> <ul style="list-style-type: none"> <li>• under section 11(2) of the <i>Limitation of Actions Act 1974</i>, a right of action relating to personal injury resulting from a dust-related condition is not subject to a limitation period under an Act or law or rule of law</li> <li>• a claim relating to potential asbestos exposure could be lodged well before the manifestation of the disease occurs.</li> </ul> <p>While the retention of these records is important for the protection of an individual’s rights, where they have been exposed to a hazardous substance by a Queensland government agency, a 100 years provides a sufficient time period to do this. These records are not seen as being of ongoing State significance because many individuals in the community may be exposed for a variety of reasons and none of these records will be retained permanently. There is no additional value in retaining potential claim records from public servants as compared to other members of the community. Additionally, the potential volume of these records across all levels of Queensland government is very high.</p> <p>High level policy and guidance around the management of asbestos in the community would be captured permanent by Workplace Health and Safety Queensland.</p>
1157	<p><b>Claims – self-insurance scheme</b></p> <p>Records relating to worker’s compensation claims processed by an agency that is</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> Some agencies prefer to establish their own worker’s compensation schemes as self-insurers in accordance with the <i>Workers’ Compensation and Rehabilitation Act 2003</i>. Workers</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>licensed as a self-insurer and not sent to WorkCover Queensland.</p> <p><b>Disposal action –</b></p> <p>55 years after settlement of claim.</p>	<p>compensation claims are processed by the participating self-insurer, e.g. Brisbane City Council and Gold Coast City Council, and not WorkCover Queensland.</p> <p><b>Regulatory requirements:</b></p> <p><i>Workers' Compensation and Rehabilitation Act 2003</i></p> <p><b>Business requirements:</b></p> <p>The retention period has been increased by 5 years to align with WorkCover Queensland records (QDAN484 v.5).</p> <p>This retention period ensures that records relating to workers' compensation claims are retained while a person is working so that the insuring agency can make rational and substantiated decisions about workers' compensation claims during their working life.</p>
1158	<p><b><i>Claims – involving minors</i></b></p> <p>Records relating to compensation claims submitted on behalf of a claimant who was a minor at the time of the incident. Includes claims made by members of the public, work experience students and volunteers.</p> <p>Claims may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• personal injury</li> <li>• property damage</li> <li>• compulsory acquisition of private property</li> <li>• motor vehicle damage</li> <li>• other insurance claims.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is an existing record class which has had an increase in retention period.</p> <p><b>Regulatory requirements:</b></p> <p><i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b></p> <p>The retention period has changed to “When child reaches 27 years of age” from “25 years of age or 7 years after settlement of claim” to ease the burden for agencies.</p> <p>Under s.29 of the <i>Limitation of Actions Act 1974</i>, the statute of limitations does not come into effect until a minor turns 18 years of age. Additionally, Crown Law has advised that claims presented by minors are most likely to occur within three to six years of an incident.</p> <p>Therefore the retention period of “When child reaches 27 years of age” ensures that the records will be retained for the six years (allowed for under existing claim periods) and an additional 3 years in line with Queensland’s approach to being a model litigant.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	When child reaches 27 years of age.	
1159	<p><b>Claims – other</b></p> <p>Records relating to all other compensation and/or insurance claims submitted, or received, by the agency.</p> <p>Claims include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• personal injury</li> <li>• property damage</li> <li>• compulsory acquisition of private property</li> <li>• motor vehicle damage</li> <li>• worker's compensation – submitted to the agency responsible for implementing the statutory worker's compensation scheme (e.g. WorkCover Queensland)</li> <li>• all other insurance claims.</li> </ul> <p><b>Disposal action –</b></p> <p>7 years after settlement of claim.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to workers compensation claims and other compensation claims made by adults.</p> <p>This record class has been expanded to include general insurance claims that are lodged with an insurer for damage to agency property.</p> <p><b>Regulatory requirements:</b></p> <p><i>Limitation of Actions Act 1974</i></p> <p><i>Workers' Compensation and Rehabilitation Act 2003</i></p> <p><b>Business requirements:</b></p> <p>There has been no change to the retention period and this is consistent with the retention of similar records by all other jurisdictions.</p> <p>Under s.11(1) of the <i>Limitation of Actions Act 1974</i>, claims for personal injury can be brought up to a maximum of 3 years after the incident while other claims can be brought up to 6 years after the incident under the same legislation.</p> <p>Note: This record class also includes copies of records of individual claims submitted to WorkCover Queensland for processing. WorkCover Queensland retains their copies of the claim records for 55 years after lodgement of claim (QDAN484 reference 1.1.1).</p>

**Activity****COMPLIANCE**

*Compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes the handling of breaches of standards, requirements or legislation; lodgements of agency publications under s.201 of the Copyright Act 1968; allocation of ISBN, ISSN, barcodes and URL addresses; the attachment of privacy statements to websites and the use of official symbols and internet domain names.*

*Excludes compliance enforcement activities undertaken by an agency as part of its statutory responsibilities; compliance records captured as part of another business activity, e.g. compliance with court instructions is captured as part of Litigation and Prosecutions.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1016	<p><b>Compliance breaches – significant</b></p> <p>Records relating to significant breaches of legislative requirements by the agency. Significant breaches may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>contentious or litigious matters and/or set a precedent</li> <li>lead to a major change in policies</li> <li>matters of major public interest or controversy</li> <li>matters presented to Parliament.</li> </ul> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>The majority of government functions and activities, at all levels, are governed by legislation. Agencies need to ensure that their legislative requirements are complied with or there can be severe penalties for any breaches.</p> <p><b>Regulatory requirements:</b></p> <p>Various</p> <p><b>Business requirements:</b></p> <p>The Queensland public expects government agencies to conduct themselves in accordance with the highest standards of integrity, honesty and accountability. This includes ensuring that agencies operate within the law. Given the criteria for determining significant compliance breaches, there will be substantial and ongoing community interest in these records.</p> <p>The retention period is consistent with all other jurisdictions with similar record classes. Additionally, due to the often close connection between significant audits and compliance breaches, this record class is consistent in the retention criteria for significant audit records (1007).</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions and Programs of Government.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1017	<p><b>Compliance breaches – other</b></p> <p>Records relating to other breaches of legislative requirements by the agency that are not considered significant.</p> <p>Compliance breaches may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• industrial relations infringements incurred by the agency</li> <li>• privacy breaches</li> <li>• work health and safety breaches.</li> </ul> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to industrial relations infringements, privacy investigations and work health &amp; safety breaches.</p> <p><b>Regulatory requirements:</b></p> <p><i>Industrial Relations Act 1999</i>  <i>Information Privacy Act 2009</i>  <i>Right to Information Act 2009</i>  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period is consistent with the previous retention period for industrial relations and work health and safety infringements. However, the retention of records relating to privacy breaches has increased from 5 to 7 years.</p> <p>For consistency within the GRDS, the retention period is based on the record class for matters-other (1171). It provides a sufficient period of time for these records to be referred back to if required and it is also consistent with the retention of similar records by WA.</p>
1018	<p><b>Compliance exemptions</b></p> <p>Records relating to agency exemptions from compliance with specific legislative provisions.</p> <p>Exemptions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Anti-Money Laundering and Counter Terrorism Financing Act 2006</i></li> <li>• Financial and Performance</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes covering exemptions under the Financial and Performance Management Standard 2009 and <i>Anti-Money Laundering and Counter Terrorism Financing Act 2006</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Anti-Money Laundering and Counter Terrorism Financing Act 2006</i>  Financial and Performance Management Standard 2009</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7 and is consistent with the retention of general compliance records (1017).</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Management Standard 2009.</p> <p><b>Disposal action –</b> 7 years after expiry or refusal of exemption.</p>	<p>The retention period for this class is consistent with the retention period for records described in the Australian Transaction Reports and Analysis Centre's (AUSTRAC) Guidance Note 08/04 – which is generally 7 years after last client service.</p>
1019	<p><b><i>Compliance with legislation and/or standards</i></b></p> <p>Records relating to initiatives at an agency-wide or program-specific level to measure and improve the agency's operations in order to be compliant with mandatory or optional standards.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Some agencies must be accredited by a regulator to perform some of their functions. For example, 2 modules of the QGCPO (Queensland Government Chief Procurement Office) training and certification program are accredited by CIPSA (Chartered Institute of Purchasing &amp; Supply Australasia) and students are eligible for professional membership.</p> <p><b>Business requirements:</b></p> <p>Queensland Audit Office has previously identified that these records may be required for an internal audit and auditable records are generally retained for a period of 7 years (1008). The retention period is in line with a majority of other jurisdictions with similar record classes and with existing Queensland precedence.</p>
1020	<p><b><i>Compliance inspections and quality assurance</i></b></p> <p>Records relating to compliance inspections, and quality assurance initiatives, designed to measure the agency's compliance with mandatory or optional standards.</p> <p>Compliance includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>inspections of agency records by an external regulator</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity. However, it does include the former GRDS v.7 inspections record class.</p> <p>Quality assurance refers to administrative and procedural activities implemented in a quality system so that requirements and goals for a product, service or activity will be fulfilled. It is the systematic measurement, comparison with a standard, monitoring of processes and an associated feedback loop focused on preventing errors. This can be contrasted with quality control, which is focused on process output.</p> <p>Under section 46 (1) of the <i>Public Records Act 2002</i>, for the administration and enforcement of the Act an authorised officer is entitled to full and free access at all reasonable times, after giving the agency reasonable notice of the intended access, to all public records in an agency's possession.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>assessment and certification of the agency's systems by an external organisation.</li> </ul> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>Under the <i>Copyright Act 1968</i>, the Commonwealth Attorney-General has the power to inspect records in relation to copyright breaches relating to broadcasts, retransmission of free-to-air broadcasts and declarations retained by libraries, archives or institutions.</p> <p><b>Regulatory requirements:</b>  <i>Auditor-General Act 2009</i>  <i>Copyright Act 1968 (Cwlth)</i>  <i>Financial Accountability Act 2009</i>  ISO 9000 – Quality management  <i>Public Records Act 2002</i></p> <p><b>Business requirements:</b>  The retention period has increased from 3 years to “7 years after business action completed”. Based on whole-of-government consultation, the trigger was simplified to “after business action completed”. There has been a corresponding increase in the retention period to 7 years – this is to allow sufficient time for any certification to lapse before the relevant records are destroyed. The retention is consistent with similar records in SA.</p>

**Activity****CORRUPTION PREVENTION AND DETECTION**

*The disclosure of corruption and strategies for the prevention of corruption. Includes involvement in corruption prevention projects undertaken by the Crime and Corruption Commission and the education of employees about corruption prevention disclosures.*

*Excludes core business records of the Crime and Corruption Commission.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1021	<p><b>Corruption cases – significant</b></p> <p>Records relating to significant cases of misappropriation, fraud, theft or negligence. Significant corruption cases may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• have significant public interest</li> <li>• identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of the agency</li> <li>• proceed to a Royal Commission or Parliamentary Inquiry</li> <li>• result in changes to legislation or the implementation of new corruption prevention</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This existing record class has been reworded and updated. If the material loss is an offence under the <i>Criminal Code Act 1899</i> or another Act, written notice of the loss must be given to the police, the Crime and Corruption Commission and the Auditor-General.</p> <p><b>Regulatory requirements:</b></p> <p><i>Crime and Corruption Act 2001</i> Financial Management and Performance Standard 2009</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7. The Queensland public expects government agencies to conduct themselves in accordance with the highest standards of integrity, honesty and accountability. This includes ensuring that agencies operate within the law. Given the criteria for determining significant corruption cases, there will be substantial and ongoing community interest in these records.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>systems within the agency</p> <ul style="list-style-type: none"> <li>result in the dismissal of an employee.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1022	<p><b><i>Corruption cases – other</i></b> Records relating to other identification of misappropriation, fraud, theft or negligence that are not considered significant.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> There has been no change to this existing record class.</p> <p><b>Regulatory requirements:</b> <i>Crime and Corruption Act 2001</i> Financial Management and Performance Standard 2009 <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. Under s.10 (2) of the <i>Limitation of Actions Act 1974</i> an action for an account shall not be brought more than 6 years after the commencement of the action. The retention period is consistent with other jurisdictions with similar record classes.</p>

**Activity****EVALUATING AND REVIEWING**

*Assessing the suitability, success or effectiveness of potential or existing facilities, programs, services, systems or equipment. Includes recommendations and advice resulting from these activities.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1023	<p><b>Evaluations and reviews – significant</b></p> <p>Records relating to significant evaluations or reviews of potential or existing agency functions, programs, services and systems.</p> <p>Significant evaluations and reviews may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• strategic-level evaluations of agency programs and services and systems</li> <li>• involve contentious or litigious matters and/or set a precedent</li> <li>• result in major changes to policy and standards</li> <li>• involve major public interest or controversy</li> <li>• matters presented to Parliament.</li> </ul> <p><b>Disposal action –</b> Permanent.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>Evaluation can:</p> <ul style="list-style-type: none"> <li>• be used to understand, verify or increase the impact of programs or services on customers or clients</li> <li>• be used to improve delivery mechanisms to be more efficient and cost effective</li> <li>• identify strengths and weaknesses to improve the program or service</li> <li>• verify that the program or service is really running as originally planned</li> <li>• facilitate management's thinking that the program or service is meeting its goals</li> <li>• produce data or verify results that can be used for public relations and promotion</li> <li>• produce valid comparisons between programs and services to decide which should be retained</li> <li>• fully examine and describe effective programs and services for duplication elsewhere.</li> </ul> <p><b>Business requirements:</b></p> <p>Major evaluations/reviews are undertaken to ensure that an agency is operating efficiently and effectively. Given significant evaluations/reviews may include contentious or litigious matters, set precedents, lead to a major change in policies/standards, involve major public interest or controversy or are presented to Parliament, these records will have an ongoing value and interest to the people of Queensland.</p> <p>It is consistent with the retention of similar records by Tasmania and WA and there is existing precedence in 6 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Transfer to QSA after business action completed.	<p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>
1024	<p><b><i>Evaluations and reviews – other</i></b></p> <p>Records relating to other evaluations or reviews of potential or existing agency functions, programs, services and systems.</p> <p>Includes operational-level evaluations and reviews.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes covering evaluations and reviews.</p> <p>An agency will periodically review their processes and systems to ensure they have the correct plans, policies and procedures in place.</p> <p>An example of this would be that an agency would need to review these functions and activities to implement the Queensland Government red tape reduction reforms.</p> <p><b>Business requirements:</b></p> <p>While the retention period for financial reviews has remained the same at 5 years, the retention for other reviews has now been reduced from 10 years. The retention period ensures that these records are available for business reference when implementing improvements and changes identified during the review.</p> <p>It is also consistent with the retention of similar records by NSW and Tasmania.</p>

**Activity****LIAISON**

*Managing regular general contact between the agency and professional associations, professionals in related fields, other agencies, private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not covered by joint venture agreements.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1025	<p><b>Stakeholder engagement</b> Records relating to stakeholder consultation and engagement where an ongoing active relationship and two-way flow of information exists.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. Stakeholder engagement is a key part of corporate social responsibility. Agencies engage with their stakeholders to find out what issues matter most to them and to improve their performance, decision-making and accountability. Stakeholder engagement provides opportunities to further align business practices with societal needs and expectations, helping to drive long-term sustainability. Agencies will also engage in community capacity building by working with communities to identify and build on their assets, abilities and interests.</p> <p><b>Business requirements:</b> The 7 year retention period is based on an existing precedent in a Queensland core schedule. It was suggested that there is a need to retain these records for the same length of time as the provision of detailed information or advice to clients which may have legal significance (1001).</p>
1026	<p><b>Client relationship management</b> Records relating to the management of client relationships.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. Client relationship management or customer relationship management (CRM) is an approach to managing an agency's interaction with its clients.</p> <p><b>Business requirements:</b> The 7 year retention period is based on an existing precedent in the Commonwealth which is the only other jurisdiction with a similar record class. It is consistent with other record classes within</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		the schedule and ensures that records are retained for a sufficient length of time to refer back to in case of any disputes.
1027	<p><b>Liaison</b></p> <p>Records relating to general liaison activities undertaken with professional and industry associations, private sector organisations and community groups.</p> <p>Includes gaining professional membership of associations and also liaising for potential donors.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to liaison.</p> <p>Agencies will regularly maintain contact with professional and industry associations, private sector organisations and community groups to make sure they are aware of the current trends and issues. They will also use these networking opportunities to search for potential donors for fundraising.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7 and is consistent with the retention of similar records by Victoria and WA. There is also precedence within several other Queensland core business schedules.</p>



**Activity****MEETINGS**

*Meetings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the business area, department or agency as a whole. Includes arrangements, agendas, taking of minutes, etc. May be used for staff meetings.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1028	<p><b>Routine meetings</b> Records relating to routine meetings of agency employees.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new activity and record class. It includes industrial relations meetings which were previously covered by another function. Routine and ad hoc meetings are held during the working day to formulate, discuss, update or resolve issues relating to the day-to-day running of a work place.</p> <p><b>Business requirements:</b> These records are not required for any specific legislative purpose but do allow the agency to keep track of meetings within their facilities. There has been a reduction in retention period from the previous 5 years (for industrial relations meetings) to 2 years. There is no consistency in the retention of similar records by other jurisdictions with retention periods ranging from “until reference ceases” to 7 years. The retention period is consistent with the approach adopted by Tasmania and with existing precedence in a Queensland core schedule.</p>

**Activity****PLANNING**

*Planning to achieve agency or government objectives. Includes determination of services, needs and solutions to those needs.*

*Excludes specific purpose plans relating to core/functional responsibilities (e.g. pollution management plans).*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1029	<p><b>Plans – significant</b></p> <p>Final approved versions of strategic or high-level plans including:</p> <ul style="list-style-type: none"> <li>• strategic plans for the agency as a whole</li> <li>• Statement of Corporate Intent</li> <li>• high-level planning of the agency's core business functions, activities, projects, programs and services.</li> </ul> <p>Includes records relating to the development and review of significant agency plans.</p> <p>Excludes specific purpose or operational plans.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to strategic plans and business development plans.</p> <p>Strategic planning determines where an agency is going, how it's going to get there and how it'll know if it got there or not. The focus of a strategic plan is usually on the entire agency while the focus of a business plan is usually on a particular product, service or program.</p> <p>The Financial and Performance Management Standard (section 9) requires each accountable officer and statutory body to develop a strategic plan for the agency to cover a period of 4 years and states that agencies must comply with the Agency Planning Requirements when developing strategic plans.</p> <p>There are no standard templates for the layout of strategic plans. However, in keeping with the recommendation from the <i>Review of Whole of Government Reporting Arrangements</i>, strategic plans should be concise and ideally kept to a maximum of two pages.</p> <p>Statements of Corporate Intent are reported on in an agency's annual report. However, these records have been included as part of the key strategic planning records because some agencies are permitted to edit their published versions to omit commercially sensitive matters.</p> <p><b>Regulatory requirements:</b></p> <p>DPC – Agency planning requirements: requirements for the 2014 planning period</p> <p>Financial and Performance Management Standard 2009</p> <p><i>Government Owned Corporations Act 1993</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The formulation, determination and implementation of strategic or high-level plans directly influences how an agency's core business functions, activities, projects, programs and services are delivered to the community. These records form the basis for ensuring government accountability because they enable the public to measure how successfully these plans have been delivered and implemented. As such, these records have an ongoing value and interest to the people of Queensland.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>
1030	<p><b>Specific purpose plans – final</b></p> <p>Final approved versions of specific purpose plans applying to the agency as a whole.</p> <p>Excludes significant and operational plans.</p> <p>Specific purpose plans include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• risk management</li> <li>• corporate procurement planning</li> <li>• workforce planning</li> <li>• ICT planning</li> <li>• asset strategic planning</li> <li>• property management</li> <li>• disaster recovery</li> <li>• business continuity.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes.</p> <p>Section 61(e) of The <i>Financial Accountability Act 2009</i> requires agencies undertake planning appropriate to the size of the agency.</p> <p>Agencies need to ensure that the performance of their capabilities – human, financial, information, physical assets and ICT – is adequately planned for. A specific purpose plan is a document that focuses on an area of strategic importance to an agency and should be consistent with the agency's strategic and operational plans.</p> <p>Some specific purpose planning is mandatory for agencies. Other specific purpose planning is discretionary, but considered to be best practice for agencies.</p> <p><b>Regulatory requirements:</b></p> <p>DPC – Agency planning requirements: requirements for the 2014 planning period</p> <p><i>Financial Accountability Act 2009</i></p> <p><b>Business requirements:</b></p> <p>The retention period for business plans has been reduced from 10 years in GRDS v.7 to 7 years which is a sufficient period of time for agencies to refer back to these planning records. Additionally, the retention period for workforce plans has been increased for an additional 2 years for consistency and ease of sentencing.</p> <p>This retention period is consistent with all other jurisdictions with similar record classes. It is also consistent with the retention of similar records in other Queensland core business schedules.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after plan is superseded.	
1031	<p><b>Operational plans – final</b> Final approved versions of operational plans and unit level work plans. Excludes significant or specific purpose plans. Operational plans may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• financial operational plans</li> <li>• moveable asset plans</li> <li>• staff plans.</li> </ul> <p><b>Disposal action –</b> 5 years after plan is superseded.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. Operational planning is a process that focuses on how an agency will deliver its services. The Financial and Performance Management Standard (section 9) requires each accountable officer and statutory body to develop operational plans for the relevant levels of the agency that the agency considers appropriate, or an operational plan for the whole agency, to cover a period of not more than one year. An operational plan specifies:</p> <ul style="list-style-type: none"> <li>• the services delivered by part or all of the agency</li> <li>• the objective of those services and how they align to the agency's business direction as described in its strategic plan and to the service areas in the agency's Service Delivery Statement (SDS) (for those agencies that are published in the SDS)</li> <li>• the outputs sought from the services</li> <li>• the strategies, projects and programs planned to deliver or improve the services</li> <li>• the capabilities (human, financial, information, physical assets and ICT) and processes necessary to deliver the services</li> <li>• the parts of the agency that are accountable for delivery of each service</li> <li>• the risks and issues associated with delivery of the plan</li> <li>• what the plan is required to comply with (i.e. legislation, regulation, standards set by the government, agency or industry)</li> <li>• relationship with specific purpose plans prepared by the agency, e.g. ICT resources strategic planning, strategic asset management planning, regulatory simplification plans, workforce planning and also to risk and issue management</li> <li>• how performance against the plan will be measured and monitored. This would include service standards that will measure the efficiency and effectiveness of the service.</li> </ul> <p><b>Regulatory requirements:</b> DPC – Agency planning requirements: requirements for the 2014 planning period</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Financial and Performance Management Standard 2009</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Plans are generally reviewed annually. However, given the content in operational plans may carry over to subsequent years, a 5 year retention period ensures that operational and unit level work plans will remain available for reference for a sufficient length of time (e.g. for reference in subsequent planning cycles and to analyse workplace trends).</p> <p>It is consistent with a majority of other jurisdictions and with precedence in 5 Queensland core schedules.</p>
1032	<p><b>Plan development</b></p> <p>Records relating to the development and review of agency plans.</p> <p>Excludes development of significant plans.</p> <p><b>Disposal action –</b></p> <p>3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to the development of plans.</p> <p>At least annually, agencies should conduct an extensive review of whole of government plans and strategies to ensure their alignment with these documents.</p> <p>Government agencies are the administrative structures government uses to group and deliver its services and to collectively deliver the whole of government direction. Planning is the starting point for achieving this, and agencies are required to undertake strategic, operational and specific purpose planning to ensure their objectives align to the whole of government direction.</p> <p>Departments and statutory bodies that are published in the Service Delivery Statements must consult with both the Department of the Premier and Cabinet (DPC) and Queensland Treasury and Trade (QTT) on their draft strategic plans. All other statutory bodies may consult with DPC and QTT on their draft strategic plans. Independent offices must consult with QTT and their responsible Parliamentary Committee on their draft strategic plans.</p> <p>Local governments are required to submit their strategic plans to the Department of State Development, Infrastructure and Planning.</p> <p><b>Regulatory requirements:</b></p> <p>DPC – Agency planning requirements: requirements for the 2014 planning period</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>As plans are generally reviewed annually, a 3 year retention period ensures the development documentation for earlier plans should remain available for reference for three additional planning cycles.</p> <p>It is consistent with a majority of other jurisdictions with similar record classes and there is precedence with 2 Queensland core schedules.</p>

**Activity****POLICY**

*Developing and establishing decisions, directions and precedents which act as a reference for future decision making, and are the basis from which the agency's operating procedures are determined.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1033	<p><b>Core/functional policy – final</b></p> <p>Final approved versions of strategic or high-level policies, standards and guidelines including:</p> <ul style="list-style-type: none"> <li>• core/functional policy, for use by the agency and/or its clients</li> <li>• whole-of-government policy – either developed by the agency or where the agency provided substantial/major input</li> <li>• high-level policy relating to the administration of the agency (e.g. outsourcing and service provision).</li> </ul> <p>Includes records relating to the development of core/functional agency policies, standards and guidelines and policies that do not proceed.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to core functional policy. Achieving greater coordination in policy advice and program and service delivery is a high priority of public administration in Queensland.</p> <p>The distinguishing characteristic of whole-of-government policy is that there is an emphasis on objectives shared across organisational boundaries, as opposed to working solely within an organisation. It encompasses the design and delivery of a wide variety of policies, programs and services that cross organisational boundaries.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7, although the scope of the record class has been expanded.</p> <p>The formulation, determination and implementation of strategic or high-level policies directly influences how an agency's core business functions, activities, projects, programs and services are delivered to the community. These records support government accountability because they enable the public to measure how successfully these plans have been delivered and implemented. As such, these records have an ongoing value and interest to the people of Queensland.</p> <p>It is consistent with the retention of similar records by other jurisdictions and there is precedence with 8 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Permanent. Transfer to QSA after business action completed.	
1034	<p><b>Administrative policy – final</b>            Final version of mid/low-level or operational policies, standards and guidelines relating to the administration of the agency.            Includes the development of agency policies, standards and guidelines and policies that do not proceed.            Excludes policies relating to the management of heritage properties, core/functional policy and work health and safety policies.            Administrative policies may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• financial management</li> <li>• property management</li> <li>• risk management</li> <li>• records management</li> <li>• asset management</li> <li>• human resource management</li> <li>• fleet management.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016  <b>Background/business process:</b>            This record class is a merger of existing record classes covering financial and administrative policies.            Policies set out the principles or standards of conduct that must be observed by staff in making decisions, participating in agency activities or performing functions related to the agency. Policies guide any decision-making in relation to processes, activities and initiatives which happen, or are expected to happen, frequently, i.e. repetitive functions.  <b>Business requirements:</b>            The retention period has been reduced from 10 years in GRDS v.7 to 7 years which is a sufficient period of time for agencies to refer back to these policy records.            This retention period is consistent with the retention of similar records by NSW and WA. The retention period is also consistent with specific purpose plans-final (1030) in the GRDS and with minor policy products in the <i>Local Government Sector Retention and Disposal Schedule</i>.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after business action completed.	

**Activity****PROCEDURES**

*Procedures developed by the agency for core business or administrative purposes. Includes the development of forms.*

*Excludes the development of procedures that relate to an agency's core statutory responsibilities where there is a high level risk or potential impact to the wider community, e.g. a dam's operating procedures.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1037	<p><b>Administrative/operational procedures – final</b></p> <p>Final approved versions of manuals, handbooks etc. detailing procedures developed by the agency which apply to its administration.</p> <p>Includes forms management. Also includes the development and review of the agency's manuals, handbooks, directives etc.</p> <p>Procedures may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• quality assurance</li> <li>• gifts and benefits</li> <li>• employee complaints</li> <li>• finance.</li> </ul> <p><b>Disposal action –</b></p> <p>3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to procedures. For ease of sentencing, procedure development records are now included with this record class.</p> <p>Procedures describe how each policy will be put into action in the agency. They might just be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts.</p> <p>Forms management plays an important role in the administration of electronic and paper based information capture in modern businesses. Online forms which users can either download or simply fill-out are quickly replacing paper-based forms.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>These records are not required for any specific legislative purpose but the retention period allows sufficient time for any questions to arise around superseded procedures.</p> <p>There is no consistency in the retention of similar records by other jurisdictions with retention periods ranging from “retain until superseded” to “7 years after superseded”. The retention period is consistent with the existing precedence in 2 Queensland core schedule.</p>

**Activity****PROJECT MANAGEMENT**

*Planning, organising and managing of resources to meet project requirements using a combination of techniques, procedures, people and systems. Includes defining, planning, approval, implementation and evaluation of a project.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1039	<p><b>Projects – significant</b></p> <p>Records relating to the development, implementation, review and closure of significant projects, where:</p> <ul style="list-style-type: none"> <li>the agency has had major input into the project's planning, development and implementation</li> <li>the agency is a principal driver of the project and performs secretariat duties for the board/ committee responsible for managing project records</li> <li>the agency is a driver of the project and administers the funding for the project.</li> </ul> <p>Significant projects may include, but are not limited to:</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class and activity.</p> <p><b>Regulatory requirements:</b></p> <p>AS.4915-2002 Project management-general conditions</p> <p><b>Business requirements:</b></p> <p>The management of significant projects directly influences how an agency's functions, programs and services are delivered to the community. Given significant projects include where the project is innovative or precedent setting; has cultural heritage significance; has region-wide or state interest; generated substantial regional debate or controversy; or concerns major agency liabilities or obligations; there is substantial and ongoing community interest in these records.</p> <p>The retention period is consistent with the retention of similar records in other jurisdictions and there is precedence with 9 Queensland schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>2 – Primary Functions and Programs of Government</li> <li>5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>the project is innovative, unique or precedent setting</li> <li>the project involves buildings, items or property considered to have cultural heritage significance</li> <li>the project is of region-wide or State interest</li> <li>the project generated substantial regional debate or controversy</li> <li>the project concerns major liabilities or obligations for the agency.</li> </ul> <p>Includes records of significant projects that do not proceed.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1040	<p><b>Projects – other</b> Records relating to the development, implementation, review and closure of other projects that are not considered significant.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class.</p> <p><b>Regulatory requirements:</b> AS.4915-2002 Project management-general conditions</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after business action completed.	<p>Agencies continuously have some sort of project happening at any one time. The retention period allows the project team and/or management to see what decisions were made at certain stages of the project.</p> <p>The retention period is consistent with the retention of similar records by Tasmania and WA. There is also precedence with 4 Queensland core business schedules.</p>
1265	<p><b><i>Projects that do not proceed</i></b></p> <p>Records relating to projects that do not proceed.</p> <p>Excludes significant projects that do not proceed.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p><b>Regulatory requirements:</b></p> <p>AS.4915-2002 Project management-general conditions</p> <p><b>Business requirements:</b></p> <p>The retention period allows a sufficient length of reference time for agencies to maintain details of why a project did not proceed.</p> <p>The retention period is consistent with a similar record class in the NT and with other record classes within the GRDS such as asset acquisitions which do not proceed (1183).</p> <p>There is also precedence with 3 Queensland core business schedules.</p>

**Activity****REPORTING**

*Initiating or providing a formal response to a situation or request (either internal, external or as a requirement of agency policies), and providing formal statements or findings of the results of the examination or investigation.*

*Excludes formal reports received by an agency as part of its statutory responsibilities and reports produced as the result of another activity (e.g. reports documenting the results of investigations, research, etc.).*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1042	<p><b>Reports – significant</b></p> <p>Significant reports may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• strategic level reports relating to the agency's core functions and performance</li> <li>• those with whole-of-government implications.</li> </ul> <p>Includes whole-of-government reporting performed by agencies that have an overview of other agency's compliance with legislation, e.g. agency's compliance with the <i>Public Records Act 2002</i>. Also includes both published and unpublished reports.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>The primary document through which agencies report on their performance is the agency's annual report. Additionally, agencies will have a variety of core functions that they will need to periodically report on. For example:</p> <ul style="list-style-type: none"> <li>• a division of a department will need to report to management on how they are meeting their objectives at a strategic level and at a financial level.</li> <li>• a performance report tracks the agency's performance according to a number of key performance indicators, and also gauges it against the targets outlined in the agency's strategic plan.</li> <li>• the Financial and Performance Management Standard 2009 (FPMS) (section 13) requires that performance information about the agency's achievement or progress toward the delivery of its strategic plan and of its services in its operational plan be provided at least every 3 months to the accountable officer or board, and at least annually to Ministers (or when the Minister asks for the information).</li> </ul> <p><b>Regulatory requirements:</b></p> <p>A guide to the Queensland Government Performance Management Framework</p> <p><i>Financial Accountability Act 2009</i></p> <p>Financial and Performance Management Standard 2009</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Strategic level reports, consistent with strategic plans, are a key accountability document and the principal way agencies report on their performance and service delivery to the community. These records support government accountability because they enable the public to measure how successfully government policies, programs and services have been implemented as well as driving continuous improvement.</p> <p>As such, these records have an ongoing value and interest to the people of Queensland.</p> <p>The retention period is consistent with similar retentions in the ACT, Commonwealth, NSW and WA and with similar existing classes in 10 Queensland core business schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>
1044	<p><b>Reports – other</b></p> <p>All other reports, both published and unpublished, on the agency's functions and performance including:</p> <ul style="list-style-type: none"> <li>• operational level reports</li> <li>• formal reports provided to external agencies as a statutory obligation</li> <li>• periodic reports required by lead agencies on a regular basis, e.g. right to information, workforce management, etc.</li> <li>• financial reports relating to the monitoring of recurring</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to financial reports. This record class has been expanded to include all other reports which are not significant.</p> <p>Agencies must document and report on general administrative matters such as employee leave, statistics, meetings attended and budget forecasts.</p> <p><b>Business requirements:</b></p> <p>Agency reports at this level are normally prepared and presented on a monthly basis. They are then consolidated and included in the annual report (which is permanent). As a result, agencies only need to refer back to the original operational and periodic reports for a short period of time.</p> <p>Given there is no consistency in other jurisdictions around the retention of these records, it was suggested that, given that many of these reports are financial, retention should be linked to any related financial records and it is for this reason the retention period has been set at 7 years.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>activities, e.g. statistics and budget forecasts.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	
1045	<p><b><i>Reports development</i></b> Records relating to the development and review of agency reports.</p> <p><b>Disposal action –</b> 3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7 and is consistent with the retention of similar records by NSW.</p> <p>The development of reports may require internal agency consultation and these records may need to be referred to in the preparation of subsequent reports. Based on existing precedent in two Queensland core schedules, the retention period provides sufficient time for these records to be referred back to by agency staff.</p> <p>It is also consistent with the retention of other development records within the GRDS including the development of plans (1032) and procedures (1038).</p>



**Activity****RESEARCH**

*Investigating or enquiring into a subject or an area of interest.*

*Excludes research undertaken by an agency as part of its core statutory responsibilities (e.g. universities, Queensland Institute of Medical Research, etc.) and research undertaken as part of another business activity (e.g. product research as part of an acquisition process or research undertaken to develop a policy position).*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1046	<p><b>Research – significant</b></p> <p>Records relating to significant research conducted to support the functions of the agency. Includes research material commissioned by the agency but prepared by an external party.</p> <p>Significant research may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• strategic direction and agency-wide issues</li> <li>• core functional activities</li> <li>• analysis of trends and research where source material is unique or difficult to obtain</li> <li>• original scientific or technical research forming the basis of agency publications.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class and activity.</p> <p>Agencies work to ensure that policies, programs and services are informed by rigorous and robust evidence. Research is then used to strengthen evidence-based decision making and contribute to effective policy and practice.</p> <p>Any agency that conducts research on humans must conform to the National Statement on Ethical Conduct in Human Research (2007). Where a trial is using materials of biological origin, or other materials where there is limited experience of their long-term use, records should be preserved for long enough to enable participants to be traced in case evidence emerges of late or long-term effects.</p> <p><b>Regulatory requirements:</b></p> <p>Australian Code for the Responsible Conduct of Research</p> <p>National Statement on Ethical Conduct in Human Research (2007) – National Health and Medical Research Council</p> <p><b>Business requirements:</b></p> <p>Significant research directly influences how an agency's core business functions, activities, projects, programs and services are developed and delivered to the community. Given significant research includes strategic direction and agency-wide issues, core functional activities, analysis of trends and research where source material is unique or difficult to obtain and original scientific or technical research forming the basis of agency publications, it will have an ongoing value and interest to the people of Queensland.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Permanent. Transfer to QSA after business action completed.	<p>It is consistent with the retention of similar records by SA and WA and there is existing precedence in 12 Queensland core schedules.</p> <p>The Australian Code for the Responsible Conduct of Research states the minimum recommended period for retention of research data is 5 years from the date of publication. However, in any particular case, the period for which data should be retained should be determined by the specific type of research. For example:</p> <ul style="list-style-type: none"> <li>• for areas such as gene therapy, research data must be retained permanently</li> <li>• if the work has community or heritage value, research data should be kept permanently.</li> </ul> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>
1047	<p><b>Research – other</b></p> <p>Records relating to detailed research conducted to support the functions of the agency. Includes research concerning operational issues and administrative matters.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Agencies work to ensure that its policies, programs and services are informed by rigorous and robust evidence. Research should be used to strengthen evidence-based decision making and contribute to effective operation of the agency.</p> <p><b>Regulatory requirements:</b></p> <p>Australian Code for the Responsible Conduct of Research</p> <p><b>Business requirements:</b></p> <p>The retention period is based on the Australian Code for the Responsible Conduct of Research, which states the minimum recommended period for retention of research data is 5 years from the date of publication.</p> <p>It is also consistent retention of similar records by SA and WA and with existing precedence in 3 Queensland core schedules.</p>
1048	<p><b>Research – short term</b></p> <p>Records relating to short term research conducted in an</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>agency for assessment purposes only. Excludes formal research projects.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>This is a new record class for this activity which also includes statistical reporting.</p> <p><b>Regulatory requirements:</b> Australian Code for the Responsible Conduct of Research</p> <p><b>Business requirements:</b> The retention period is consistent with the existing retention of raw statistical data. Routine and minor research generally does not instigate a change to an agency's activities or result in any further action.</p> <p>It is consistent with the retention of similar records by SA and Tasmania and there is existing precedence in 4 Queensland core schedules.</p>

**Activity****RISK MANAGEMENT**

*Identifying and assessing risks and implementing appropriate practices to reduce the impact of material or economic loss arising from an incident.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1051	<p><b><i>Risk assessment and mitigation</i></b></p> <p>Records relating to the identification, assessment and monitoring of risks, including the implementation of risk reduction practices and procedures.</p> <p>Includes the management of strategic, financial and property risks.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to risk.</p> <p><u>Property Management</u></p> <p>Risks associated with poor building management and which may ultimately affect service delivery capacity and quality, include:</p> <ul style="list-style-type: none"> <li>• degradation of the Queensland Government's asset base</li> <li>• premature asset failure</li> <li>• shorter asset useful life</li> <li>• higher repair and replacement costs</li> <li>• missed opportunities to identify and implement improvements to reduce environmental impacts</li> <li>• unnecessary exposure to legal, social and other risks associated with deteriorated buildings, statutory non-compliance, workplace health and safety and hazardous materials.</li> </ul> <p><u>Strategic Management</u></p> <p>Strategic risks relate directly to an agency's strategic planning and management processes. Strategic risks are those which could significantly impact on the achievement of the agency's vision and strategic objectives as documented in the strategic plan. They are high level risks which require identification, treatment, monitoring and management by the agency's senior executives or Board. These risks may need to be managed by more than one agency for the risk treatments to be effective.</p> <p>Section 61 of the <i>Financial Accountability Act 2009</i> requires agencies to establish and maintain appropriate risk management systems.</p> <p>Risks that need to be identified and managed include:</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• agency strategic and operational risks which are managed by individual agencies but which may become risks for the State due to their size or significance</li> <li>• cross-agency risks where a risk relates to more than one agency (for example, collaborative projects) and requires treatment by multiple agencies to be effective</li> <li>• whole-of-government risks which are beyond the boundaries of any one agency due to their magnitude and/or impact on service delivery, which call for a response across agencies, and would require a co-ordinated approach by a central agency or by a lead agency.</li> </ul> <p><b>Regulatory requirements:</b>  AS/NZS ISO 31000:2009 Risk management-principles and guidelines  <i>Financial Accountability Act 2009</i>  Financial and Performance Management Standard 2009  Queensland Treasury and Trade – A guide to risk management</p> <p><b>Business requirements:</b>  The retention period of the record class has not changed from GRDS v.7.  The retention period ensures that these records are available for business reference when implementing risk mitigation strategies and monitoring risks identified through the assessment process.  It is consistent with the retention of similar records by the ACT, Commonwealth, NSW, NT, Tasmania, Victoria and WA. There is also existing precedence in 6 Queensland core schedules.</p>

**Activity****SECURITY INVESTIGATIONS**

*Investigations into security breaches. Includes where there has been either accidental or intentional loss, misuse or damage as well as unauthorised access.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1052	<p><b>Security breaches – significant</b></p> <p>Records relating to significant security breaches which may result in the laying of charges, or where sabotage is strongly suspected:</p> <ul style="list-style-type: none"> <li>• unauthorised access, use, disclosure, disruption, modification, recording/copying or destruction of records and information (e.g. records have been removed from official custody and passed onto a third party, digital information has been hacked, etc.)</li> <li>• break-ins</li> <li>• unauthorised access or entry/trespass</li> <li>• intrusion into restricted areas</li> <li>• terrorism</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p><u>Information Management</u></p> <p>Under IS.18 Information Security, principle 8 covers incident management. Effective management and response to information security incidents is critical to maintaining secure operations within the Queensland Government. Agencies at a minimum must:</p> <ul style="list-style-type: none"> <li>• ensure information security incident management procedures are established to ensure appropriate responses in the event of information security incidents, breaches or system failures</li> <li>• ensure all information security incidents are reported and escalated (where applicable) through appropriate management channels and/or authorities</li> <li>• establish and maintain an information security incident and response register and record all incidents</li> <li>• ensure that information security incidents caused by employees are investigated and where it is found that a deliberate information security violation or breach has occurred, that formal disciplinary processes are applied</li> </ul> <p>The misuse or ‘leaking’ of confidential government information, whether deliberate or accidental, can constitute misconduct or, depending on the circumstances, official misconduct. Consequences may extend to dismissal, prosecution or civil legal action against the individual and organisation involved.</p> <p>Consequences can also include:</p> <ul style="list-style-type: none"> <li>• damage to any project or activity jeopardised by the untimely release of information</li> <li>• unfair advantages (e.g. commercial) to the recipients of the information</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• intentional damage</li> <li>• bomb threats</li> <li>• fires.</li> </ul> <p>Includes referral to law enforcement authorities.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>• breach of ‘commercial-in-confidence’ agreements</li> <li>• breach of privacy under the <i>Information Privacy Act 2009</i></li> <li>• censure by government or consumer watchdogs (e.g. under the <i>Commonwealth Privacy Act 1988</i>)</li> <li>• damage to the reputation of the organisation or individuals affected by the ‘leak’</li> <li>• potential increase in corruption (e.g. the development of an information-selling culture).</li> </ul> <p><u>Property Management</u></p> <p>Under the intergovernmental agreement on Australia’s National Counter-Terrorism Arrangements, the Queensland Government has agreed to establish effective counter-terrorism prevention, response, investigation and consequence management arrangements and effective cooperation, coordination and consultation between all relevant agencies in all jurisdictions.</p> <p>The Queensland Police Service Security and Counter-Terrorism Group and other government agencies work in partnership with business and industry groups to counter terrorism. Queensland Police Service has operational responsibility for preventing and responding to terrorism in Queensland and for investigating terrorist activity, threats and incidents.</p> <p>The Queensland Police Service operational manual defines tactically dangerous situations as:</p> <ul style="list-style-type: none"> <li>• armed offenders involved in criminal activities</li> <li>• hijacking</li> <li>• terrorism</li> <li>• explosions</li> <li>• suspect devices</li> <li>• siege situations</li> <li>• crowd management incidents.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Evidence Act 1997</i></p> <p><i>Information Privacy Act 2009</i></p> <p><i>Privacy Act 1988 (Cwlth)</i></p> <p>Queensland Plan for the Protection of Government Assets from Terrorism</p> <p><i>Right to Information Act 2009</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p><i>State Buildings Protective Security Act 1983</i></p> <p><b>Business requirements:</b></p> <p>A permanent retention period reflects the seriousness of these matters and provides evidence of how the State responded to serious security breaches and incidents. As serious security breaches may give rise to legal proceedings referred to an appellant court, the retention period is consistent with that assigned to the corresponding judicial records.</p> <p>The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NSW, SA and WA. There is also existing precedence in 2 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>
1053	<p><b><i>Security breaches – other</i></b></p> <p>Records relating to security breaches which do not result in the laying of charges or the breach is not considered severe, including:</p> <ul style="list-style-type: none"> <li>• classified records and information have not been appropriately secured</li> <li>• unauthorised access or entry to buildings or restricted areas, including unintentional access</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to the security. This class covers records relating to security incidents that are not of the same severity as described above, including occurrences that may occur on patrol. Such incidents may relate to cases of:</p> <ul style="list-style-type: none"> <li>• classified records and information have not been appropriately secured</li> <li>• unauthorised access or entry to buildings or restricted areas, including unintentional access</li> <li>• minor damage to premises or vehicles (scratches, dents, paint damage).</li> </ul> <p><b>Regulatory requirements:</b></p> <p>AS.2201.2 Monitoring centres</p> <p><i>Information Privacy Act 2009</i></p> <p><i>Privacy Act 1988 (Cwlth)</i></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>minor damage to premises or vehicles (e.g. scratches, dents, paint damage).</li> </ul> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><i>State Buildings Protective Security Act 1983</i></p> <p><b>Business requirements:</b></p> <p>The retention period has been reduced from 7 years to 5 years because:</p> <ul style="list-style-type: none"> <li>significant security breaches are now retained permanently</li> <li>AS.2201.2 Monitoring centres states that records must be retained for 5 years</li> <li>this is consistent with the retention of similar records by the ACT, Commonwealth, NSW and SA.</li> </ul> <p>The retention period allows for the expiry of the 3 year limitation allowed for personal injury actions under s.11 of the <i>Limitation of Actions Act 1974</i>.</p>

**Activity****SURVEILLANCE AND MONITORING**

*Capturing and monitoring surveillance of environments, premises and resources for the detection of crime, public safety, traffic control or to enhance the protection and security of people or property.*

*Excludes footage taken under a surveillance warrant issued by the Crime and Corruption Commission.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1202	<p><b><i>Surveillance footage provided to investigative and law enforcement bodies</i></b></p> <p>Surveillance recordings requested by investigative and law enforcement agencies.</p> <p>Excludes investigative and law enforcement agencies requests and responses.</p> <p><b>Disposal action –</b></p> <p>1 year after recordings sent to relevant law enforcement agency.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>The privacy principles allow you to disclose footage to the Queensland Police Service or other law enforcement agencies as long as the personal information contained in the footage is reasonably necessary for a law enforcement activity. If footage is disclosed, a record of the disclosure should be kept with the information.</p> <p><b>Regulatory requirements:</b></p> <p>AS 4806.1-2006 Australian CCTV Standard</p> <p><i>Evidence Act 1977</i></p> <p><i>Information Privacy Act 2009</i></p> <p><i>Right to Information Act 2009</i></p> <p><i>State Buildings Protective Security Act 1983</i></p> <p><b>Business requirements:</b></p> <p>Agencies are not generally notified of when an investigative process, court proceeding and/or appeals process has finalised. Therefore, to enable the disposal action to be implemented, the trigger has been changed to “after recordings have been sent to relevant law enforcement agency”. If a member of the public wishes to gain access to a CCTV recording which is being used as part of a court proceeding, they can apply to the court or to the Queensland Police Service.</p> <p>A 1 year retention period is proposed to allow for sufficient time for the enforcement agency to be able to seek another exact binary copy if required for whatever reason.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1284	<p><b><i>Surveillance footage captured for a specific purpose</i></b></p> <p>Records of surveillance and monitoring activities captured for a specific purpose and are not required for investigative purposes or evidence.</p> <p>Excludes continuous surveillance captured for routine purposes.</p> <p>Also excludes extracts of surveillance monitoring records provided to an investigative or law enforcement agency.</p> <p><b>Disposal action –</b></p> <p>90 days after record created.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Recently, the use of body cameras has increased significantly locally, nationally and internationally for a range of reasons. Specifically the devices are used as part of the primary operations of the business unit.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Council environmental health, animal management and parking officers have been issued with body worn cameras, filming encounters with upset members of the public in an attempt to reduce threatening and aggressive behaviour</li> <li>• Regulatory officers, e.g. compliance officers are using body worn cameras when conducting their inspections</li> <li>• Recently the Queensland Police Service rolled out 300 body worn cameras for frontline officers, enhancing evidence-gathering and giving victims' assurance that police will follow up their complaints.</li> </ul> <p>Body cameras may be introduced as a means to effect change in behaviours of staff and the people they work with, based on evidence which shows that if people see themselves behaving badly, they're more likely to temper that behaviour. Police officers will turn on body cameras when they are involved in an incident and turn them off when finished.</p> <p>Other surveillance and monitoring footage is also being increasingly created across government, for example, footage collected from the use of drones. Drones are unmanned, remotely-controlled aerial vehicles used to perform a variety of tasks. Their in-built, high resolution cameras have the potential to capture a large volume of public records such as digital images and video recordings of the tasks they are performing, as well as information about the surrounding area.</p> <p>In Queensland, examples of drone use are wide and varied. Use can include assisting in documenting crime scenes; locating and culling feral pigs, and delivering medical supplies to outback locations. Elsewhere governments are using drones to monitor the north coast of Australia, for shark surveillance and surf rescue operations, flood control, rice farming, and town planning.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The general purpose of these surveillance and monitoring technologies may therefore encompass:</p> <ul style="list-style-type: none"> <li>• preventing/detecting crime</li> <li>• gathering evidence</li> <li>• managing public safety</li> <li>• controlling traffic</li> <li>• enhancing the protection and security of personnel or property</li> <li>• gathering data to inform planning</li> <li>• assuring quality of services and standards.</li> </ul> <p>There may be other mobile devices and technologies that capture this type of surveillance and monitoring footage, e.g. mobile phones or tablets.</p> <p><b>Regulatory requirements:</b></p> <p><b>Privacy:</b> In capturing personal information via camera surveillance and/or audio recording, an agency must comply with the relevant principles of the <i>Information Privacy Act 2009</i> (the Act). The Office of Information Commissioner (OIC) Queensland has published advice for Queensland Government agencies regarding the collection, storage, use or disclosure of personal information.</p> <p>Under Schedule 1, Section 1(b) of the Act: camera surveillance footage arising out of or connected to a covert undertaking of an operation, investigation, or function of a law enforcement agency is not subject to the privacy principles. See OIC guidance on <a href="#">Camera surveillance and privacy</a>.</p> <p><b>Crime and Corruption Commission:</b> The recordings made under warrant for the Crime and Corruption Commission are not covered by this record class in GRDS. Sections 131 (1) and (2) of the <i>Crime and Corruption Act 2001</i> set the destruction of these recordings.</p> <p><b>Legal action:</b> <i>Limitation of Actions Act 1974</i> sets out limitation periods for the commencement of various actions in Queensland. The Act does not apply if the limitation period for a specific Cause of Action is prescribed by another Act.</p> <p>Some examples of limitation periods are:</p> <ul style="list-style-type: none"> <li>• s.10, tort or contract without personal injury (for example, property damage or economic loss) – 6 years from the date on which the <a href="#">cause of action</a></li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• s.11, personal injury – 3 years from the date on which the <a href="#">cause of action</a> arose (however, see below for further time restrictions)</li> <li>• s.13, land recovery – 12 years from the date on which the <a href="#">cause of action</a> accrued</li> <li>• s.25, rent recovery – 6 years from the date on which the arrears became due</li> <li>• s.32A, <a href="#">defamation</a> – 1 year from the date of the publication of the matter complained of</li> </ul> <p><i>Industrial Relations Act 1999</i> – s.74 (2)(a) unfair dismissal – 21 days from termination of employment</p> <p><i>Anti-Discrimination Act 1991</i> – s.138 discrimination – 1 year from date of the alleged discriminating act</p> <p><b>Business requirements:</b></p> <p>The proposed retention period is primarily influenced by the following factors:</p> <ul style="list-style-type: none"> <li>• lead time to allow for a complaint to be brought by a member of the public – allowing sufficient time for the community to raise a complaint about a recorded matter</li> <li>• civil liberties and human rights – the “International Principles on the Application of Human Rights to Communications Surveillance” sets out that for the purposes of enforcing law, protecting national security or gathering intelligence, any excess information collected will not be retained, but instead will be promptly destroyed or returned</li> <li>• costs for storage, particularly given the significant volumes of recordings – the initial cost of purchasing and installing equipment and the ongoing maintenance and access costs.</li> </ul> <p>To determine this retention period, a range of stakeholders were consulted, including Ethical Standards, Crime and Corruption Commission, Department of the Premier and Cabinet, Privacy Commissioner and a wide variety of Queensland based organisations, as well as researching interstate and overseas jurisdictions’ policies and procedures in relation to digital data management.</p> <p>The consultation found stakeholders nominated retention periods reflecting their individual vested interests. While some stakeholders advocated for shorter retention periods to safeguard privacy concerns, others mandated a longer retention period to promote government transparency and complaints against officers. However, all stakeholders agreed that a single uniform retention period of 90 days balanced the needs of everyone.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<b>Other information for consideration:</b> Police officers will turn on body cameras when they are involved in an incident and turn them off when finished.

Title	Scope Note
<b>ASSET MANAGEMENT</b>	<p><i>Acquiring, supplying, maintaining, repairing and disposing of moveable assets.</i></p> <p><i>Moveable assets may include, but are not limited to: vehicles, machinery, plant, equipment, appliances, implements, tools, furniture, furnishings, clothing, chemicals, hardware (including IT), kitchen/cleaning items, medical supplies, stationery and software.</i></p> <p><i>Excludes the management of buildings, structures and land and the management of moveable assets, required for the delivery of core functions, which have specific retention requirements (e.g. firearms).</i></p>
<b>Activity</b>	
<p><b>MOVEABLE ASSETS</b></p> <p><i>Acquiring, monitoring, assessing, managing and disposing of an agency's moveable assets. Includes the evaluation, installation and allocation of moveable assets as well as monitoring to ensure the implementation goes according to schedule and is to an acceptable standard. Disposal includes the sale, transfer, termination of lease, auction, donation, exchange, return or destruction of the moveable asset.</i></p>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1174	<p><b><i>Moveable assets – hazardous substances</i></b></p> <p>Records relating to the acquisition, storage and handling of hazardous substances for agency use.</p> <p>Includes radioactive materials and radiation equipment (e.g. x-ray equipment), laboratory chemicals and pesticides.</p> <p><b>Disposal action –</b></p> <p>100 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to hazardous substances.</p> <p><b>Regulatory requirements:</b></p> <p><i>Work Health &amp; Safety Act 2011</i></p> <p>Work Health &amp; Safety Regulation 2011</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The Department of Housing and Public Works, which is responsible for maintaining a large number of pre-existing properties containing asbestos, obtained legal advice when developing their core schedule (QDAN679) to the effect that records relating to the management of asbestos should be retained for 100 years. This has formed the basis for past QSA precedent in recommending 100 years as the minimum retention period for activities involving the management of hazardous substances.</p> <p>While the retention of these records is important for the protection of an individual's rights, where they have been exposed to a hazardous substance by a Queensland government</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>agency, a 100 years provides a sufficient time period to do this. These records are not seen as being of ongoing State significance because asbestos was also a very common building material in Queensland up until the 1980s and there would be a large volume of records across the Queensland public sector. Queensland also currently has the longest retention period for these records out of all Australian jurisdictions.</p> <p>It also aligns with the other hazardous substances record classes in Property Management and Work Health &amp; Safety.</p>
1175	<p><b><i>Moveable assets – business/software applications</i></b></p> <p>Non-financial records relating to the development, modification, configuration and/or disposal of specific applications or interactive apps to meet business needs which go into production.</p> <p>Excludes the acquisition and/or disposal of specific applications or interactive apps which are acquired 'off-the-shelf' or through the acquisition of software as a service (i.e. cloud), and which do not require customisation. Also excludes contractual records, data quality and integrity, control mechanisms, data migrations and specialised digital preservation treatments.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of existing record classes relating to application development and operation manuals. This has been expanded by including the configuration and disposal of specific applications that have gone into production.</p> <p>The consultation draft originally required documentation for applications containing permanent records, to be retained permanently. However, feedback during whole-of-government consultation indicated agencies did not understand the value of permanently retaining records about superseded systems, simply because the system once contained permanent records.</p> <p>The new record class is based on a recognition that:</p> <ul style="list-style-type: none"> <li>• some systems information would be required to successfully transfer digital records to archives but it is unlikely that it would be required after the successful transition of records to archives</li> <li>• where data/records and metadata is appropriately migrated to a new system, the documentation for the superseded application only needs to be retained long enough to allow for any issues in the migration, decommissioning or disposal process to be addressed.</li> <li>• at the point of data/digital records transfer, decisions can be made concerning how much system design records or system information is accepted into the archives.</li> </ul> <p><b>Regulatory requirements:</b></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after application is closed, discontinued or superseded (through upgrade or major modification).	<p>Budget-sector agencies<sup>1</sup> and statutory bodies must use the GITC framework when procuring ICT products and service</p> <p>ISO/IEC 15504 Information Technology-Process assessment</p> <p>IS.13 – Procurement and disposal of ICT products and services</p> <p>QGCPO Guidelines for the disposal of computer equipment</p> <p>The Queensland Procurement Policy applies to State government agencies</p> <p><b>Business requirements:</b></p> <p>The retention period has increased from 5 years to 7 years to be consistent with other GRDS record classes, in particular references:</p> <ul style="list-style-type: none"> <li>• 1004 (Agreements and contracts – not under seal) which has a retention period of “Retain for 7 years after the expiry, lapsing or termination of the contract”</li> <li>• 1180 (Moveable assets – other) which has a retention period of 7 years after business action completed</li> <li>• 1099 (Asset and money management) which has a retention period of “Retain for 7 years after the financial year to which the records relate”.</li> </ul> <p>The retention period is consistent with the treatment of application documentation by a majority of other jurisdictions including NSW, SA, Tasmania, Victoria and WA.</p>
1180	<p><b><i>Moveable assets – other</i></b></p> <p>Non-financial records relating to the acquisition or hire, maintenance and disposal of other moveable assets.</p> <p>Other moveable assets include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• specific applications or interactive apps which</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new records class that has been created by merging multiple classes from the Equipment and Stores, Fleet Management and the Technology &amp; Telecommunications functions of GRDS v.7.</p> <p>It includes the acquisition and/or disposal of specific applications or interactive apps which are acquired ‘off-the-shelf’ or through the acquisition of software as a service (i.e. cloud) and which do not require customisation.</p> <p><b>Regulatory requirements:</b></p>

<sup>1</sup> Those bodies which rely for more than half their income on general purpose taxation.

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>are 'off-the-shelf' and do not require customisation</p> <ul style="list-style-type: none"> <li>• office equipment</li> <li>• desktop computers</li> <li>• agency vehicles.</li> </ul> <p>Excludes records relating to radioactive materials/ equipment, registered plant and the sanitisation of technology equipment. Also excludes contractual records, data quality and integrity, control mechanisms, data migrations, vehicle maintenance, specialised digital preservation treatments and development/disposal documentation for business/software applications.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>Budget-sector agencies and statutory bodies must use the GITC framework when procuring ICT products and service</p> <p>ISO/IEC 15504 Information Technology-Process assessment</p> <p>IS.13 – Procurement and disposal of ICT products and services</p> <p>QGCPO Guidelines for the disposal of computer equipment</p> <p>The Queensland Procurement Policy applies to State government agencies</p> <p><b>Business requirements:</b></p> <p>The retention period has increased from 5 years to 7 years to be consistent with other GRDS record classes, in particular reference:</p> <ul style="list-style-type: none"> <li>• 1004 (Agreements and contracts – not under seal) which has a retention period of "Retain for 7 years after the expiry, lapsing or termination of the contract"</li> <li>• 1099 (Asset and money management) which has a retention period of "Retain for 7 years after the financial year to which the records relate".</li> </ul> <p>The retention period is consistent with the acquisition of other moveable assets and with the retention of similar record classes by NSW, SA, Tasmania, Victoria and WA.</p> <p>Additionally, prior to the rolling-up of this record class, the following business requirements were prepared to explain the increase in maintenance records from the existing 2 years to 7 years:</p> <ul style="list-style-type: none"> <li>• Other jurisdictions are inconsistent with their retention of similar records – retention periods vary from 2, 3, 5 and 7 years. The increase is consistent with Victoria and NT.</li> <li>• Other Queensland schedules are inconsistent with their retention of similar records – however, the <i>Energy Sector Retention and Disposal Schedule</i> retains their testing records for 7 years and, as this schedule was approved in 2006, it is more current than some of the other Queensland schedules.</li> </ul>
1179	<p><b><i>Moveable assets – registered plant</i></b></p> <p>Records relating to the management of registered plant kept in accordance with the Work Health and Safety Regulation 2011.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class to comply with legislative requirements for plant records specified in the Work Health and Safety Regulation 2011.</p> <p>It is a single class to cover all of the activities required to be retained under the Act. Activities included are development/issue of specifications, registration, testing, inspections,</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p><b>Disposal action –</b> 7 years after the plant has been scrapped or ownership transferred.</p>	<p>maintenance, calibrations, commissioning/decommissioning, dismantling and alterations of plant.</p> <p>Schedule 5 (part 2) of the Work Health and Safety Regulation 2011 states the following plant need to be registered in Queensland:</p> <ul style="list-style-type: none"> <li>• boilers categorised as hazard level A, B or C according to criteria in section 2.1 of AS.4343:2005 (pressure equipment – hazard levels)</li> <li>• pressure levels categorised as hazard level A, B or C according to the criteria in section 2.1 of the AS.4343:2004 (pressure equipment – hazard levels), except: <ul style="list-style-type: none"> <li>○ gas cylinders</li> <li>○ LP gas fuel vessels for automotive use</li> <li>○ serially produced vessels</li> <li>○ pressure equipment excluded from the scope of AS/NZS.1200:2000</li> </ul> </li> <li>• tower cranes including self-erecting tower cranes</li> <li>• lifts, including escalators and moving walkways</li> <li>• building maintenance units</li> <li>• amusement devices covered by section 2.1 of AS.3533.1:2009 (amusement rides and devices – design and construction), except devices and structures stated in section 4(3)</li> <li>• concrete placing booms</li> <li>• mobile cranes with a rated capacity of greater than 10t.</li> </ul> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011</p> <p><b>Business requirements:</b> Under s.237(3) of the Work Health and Safety Regulation 2011, the record must be kept for the period the plant is used or until the person relinquishes control of the plant and the retention period allows for this legislative requirement.</p> <p>The retention period is consistent with Tasmania and there is precedence in Queensland with the Energy Sector (QDAN618 v.1) and South Bank Corporation (QDAN675 v.1) schedules.</p>
1181	<b><i>Moveable asset installation</i></b>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to installing and configuring moveable assets, including off-the-shelf software products and the commissioning of internally developed applications.</p> <p>Excludes asset installations that involve structural changes to premises or installation sites.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p>This is a new record class.</p> <p>Previously, equipment installation was included with acquisition records and had a retention period of “Retain for 5 years after disposal of equipment”. The record class does not include installations and configurations that involve structural changes to premises/sites or installation/commissioning of plant in accordance with the Work Health and Safety Regulation 2011.</p> <p>ICT system changes, which is one component of movable property installations, may occur in one of the following ways:</p> <ul style="list-style-type: none"> <li>• direct changeover – the old system is stopped completely, and the new system is started. All of the data that used to be input into the old system, now goes into the new one</li> <li>• parallel running – the new system is started, but the old system is kept running in parallel for a while. All of the data that is input into the old system, is also input into the new one. Eventually the old system will be stopped, but only when the new system has been proven to work</li> <li>• phased implementation – the new system is introduced in phases, gradually replacing parts of the old system until eventually, the new system has taken over</li> <li>• pilot running – the new system is first of all piloted in one part of the business/organisation. Once the pilot system is running successfully, the new system is introduced to all of the business/organisation.</li> </ul> <p><b>Business requirements:</b></p> <p>There is often minimal value in the records of minor equipment installations (e.g. portable office items, etc.) because the installation itself is usually in accordance with the equipment manual. The 5 year retention period is sufficient for agencies to refer back to these documents if required.</p> <p>The retention period is consistent with similar retention periods in the majority of other jurisdictions and is shorter than the current GRDS retention period for acquisitions (including installation). It is also consistent with similar record classes within the Queensland Police Service (QPS), Queensland Rail and Queensland Transport schedules.</p>
1183	<b><i>Acquisitions not proceeded with</i></b>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to acquisitions that are not proceeded with.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>This is a new record class for this activity.</p> <p>The acquisition, development or modification of moveable property may not proceed due to a number of factors:</p> <ul style="list-style-type: none"> <li>• agency no longer wishes to proceed as the acquisition will not further their service</li> <li>• budgetary constraints.</li> </ul> <p><b>Business requirements:</b></p> <p>The retention period allows a sufficient reference time, if the agency decides to proceed with the acquisition at a later date.</p> <p>It is also consistent with the retention of similar records by the ACT, Commonwealth, NSW, NT, SA and Victoria.</p>
1186	<p><b><i>Warranties and guarantees</i></b></p> <p>Records relating to warranties and guarantees for all moveable assets.</p> <p><b>Disposal action –</b> Until expiry or until item is disposed of, whichever is sooner.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity. Warranties and guarantees were previously included with the acquisitions record class.</p> <p>There is no set period of time for a standard warranty or guarantee as they are set by the manufacturer of individual items.</p> <p>Warranties are contractually binding promises which under normal purchasing circumstances are given by a supplier in relation to the quality and fitness for purpose of deliverables. A system warranty, however, extends this concept to a group of operationally defined components (e.g. where a customer seeks to acquire a system that can perform defined functions and performance). The system warranty ensures that the contractor takes some responsibility for the performance of individual products or services as well as the operation, integration and functionality of the system.</p> <p><b>Regulatory requirements:</b></p> <p>Government Information Technology Contracting Framework-Version 5</p> <p><b>Business requirements:</b></p> <p>The agency cannot claim for repairs against an expired warranty so there is little value in retaining it for the former retention period of 5 years after disposal of equipment. The retention period ensures the record is retained for as long as it is valid.</p> <p>The retention period is consistent with the retention of similar records by NSW and the Commonwealth.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1187	<p><b>Agency operating manuals</b> Operating manuals and instructions developed by the agency for operating all forms of equipment. Excludes manuals for software applications.</p> <p><b>Disposal action –</b> While equipment remains with the agency OR until superseded.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision to an existing record class. It covers manuals and instructions developed by the agency for all types of equipment, including registered plant as defined by the Work Health and Safety Regulation 2011. Internal usage instructions, which are not regarded as operating manuals, are covered under the activity of Procedures in Common Activities.</p> <p><b>Business requirements:</b> The agency has a duty of care to ensure that all equipment is operated and maintained in a safe and responsible manner. This is especially true where the agency itself has built or commissioned specific equipment or plant. The retention period has not changed from GRDS v.7 and is consistent with the retention of similar records by the Commonwealth, NSW, Tasmania and Victoria.</p>

**Activity****VEHICLES**

*Registration, maintenance and booking of agency vehicles.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1178	<p><b>Moveable assets – vehicles (maintenance)</b></p> <p>Records relating to maintenance, repair, and modification of agency vehicles.</p> <p><b>Disposal action –</b></p> <p>Transfer to new owner after sale or retain for 1 year after disposal of vehicle.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>Registration records have been removed from this record class and are covered under a new vehicle registration class (1184) with a shorter retention period.</p> <p><b>Business requirements:</b></p> <p>Vehicle maintenance records are routinely offered to buyers by sellers of the second hand vehicles.</p> <p>The amended retention period of “Transfer to new owner after sale or retain for 1 year after disposal of vehicle” provides for the documentation to be transferred to the buyer if requested. Alternatively, if the maintenance records are not transferred with the vehicle, these records can then be disposed of 1 year after the vehicle is disposed of.</p>
1184	<p><b>Vehicle registrations</b></p> <p>Records relating to the registration of agency vehicles, including roadworthy inspections and registration renewals.</p> <p><b>Disposal action –</b></p> <p>1 year after expiry of registration.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>Vehicle registration records were previously included with maintenance records.</p> <p>The records included in this class are roadworthy inspections and registration renewal papers. The records are only current for 1 year while the vehicle is registered.</p> <p><b>Business requirements:</b></p> <p>The retention period has been changed from “Retain while vehicle remains with the public authority” to “1 year after expiry of registration”. Under this disposal action, records of the current and year immediately prior are retained.</p> <p>This allows sufficient time for any queries relating to the vehicles registration to be addressed and for the agency to dispose of expired registration records that are no longer relevant.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1317	<p><b>Vehicle bookings</b></p> <p>Records relating to staff use of agency vehicles.</p> <p>Excludes records required under the <i>Fringe Benefits Tax (FBT) Assessment Act 1986</i>.</p> <p><b>Disposal action –</b></p> <p>1 year after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of existing record classes relating to vehicle bookings and log books. For clarity, an exclusion has been added for records required under the <i>Fringe Benefits Tax (FBT) Assessment Act 1986</i>.</p> <p><b>Business requirements:</b></p> <p>Advice has been received from the Department of Housing and Public Works that vehicle booking forms may be required to prove who is responsible for a traffic infringement and these infringements can be prosecuted up to one year after the date of the offence. Based on this identified need, the retention period has been reduced from 2 years to 1 year after last action.</p>



Title	Scope Note
<b>COLLECTION MANAGEMENT</b>	<i>Acquiring, organising and processing the collection of a library and/or information centre, museum, art gallery, theatre etc. Includes those collections that support agency functions and which are not their core business, e.g. school libraries. Also includes the selection, ordering, accessioning, acquisition, cataloguing, index, evaluation of collection material, and preserving of collection material and use of the collection.</i> <i>Excludes agencies where collection management is a core function.</i>
<b>Activity</b>	
<b>COLLECTION PRESERVATION</b> <i>Preserving, protecting, maintaining, restoring and enhancing collections.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1063	<p><b>Preventive conservation</b></p> <p>Records relating to preventive conservation activities applied to the whole collection including:</p> <ul style="list-style-type: none"> <li>• monitoring the condition of the collection</li> <li>• rehousing of items</li> <li>• temperature, pest and humidity control and monitoring</li> <li>• pest control management activities.</li> </ul> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Preventive conservation aims to minimise deterioration and damage to artefacts, therefore avoiding the need for invasive conservation treatment and ensuring items are protected for now and the future. Preventive conservation methods are based on the concept that deterioration and damage to items can be substantially reduced by controlling some of the major causes of this in the museum, gallery etc.</p> <p>It includes maintaining stable temperature and relative humidity levels, managing light exposure, controlling pests, disaster preparedness and protecting items from other physical and chemical damage.</p> <p><b>Business requirements:</b></p> <p>Regular monitoring of the storage environment is required to ensure the long term preservation of library and other items. Fluctuations and changes in temperature, humidity etc. are measured to allow for suitable adjustments to the environment as required. The retention period allows for monitoring of seasonal changes and the identification of trends over time.</p> <p>The retention period is based on existing precedence in 3 Queensland core schedules.</p> <p>It is also consistent with the retention of records relating to preservation treatments for records and information resources (1143).</p>

**Activity****CULTURAL COLLECTION MANAGEMENT**

*Managing cultural collections which include museums, art galleries, theatres, archives and rare book collections. Includes libraries that have a dedicated cultural collection (e.g. rare books).*

*Excludes the core business records of the State Library of Queensland and Queensland Museum.*

**Background:**

This activity can be used by any Queensland agency which manages a cultural collection and, where these records are covered by an existing core schedule, a number of agencies have indicated that they would prefer to use the GRDS.

However, the GRDS will not be superseding any core schedules and those agencies, which have a core schedule that covers their collection management activities can continue to use these if they wish to do so.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1054	<p><b><i>Cultural collections – development and management</i></b></p> <p>Records relating to the development and management of cultural collections including:</p> <ul style="list-style-type: none"> <li>• selection and appraisal</li> <li>• acquisition by purchase, donation or transfer</li> <li>• accessioning and cataloguing</li> <li>• preservation, including any chemical or physical treatments</li> <li>• deaccessioning and disposal via sale, transfer, auction, destruction or repatriation.</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Accessioning is the formal, legal process of accepting an object into a collection. Accessioning an object carries an obligation to care for that object in perpetuity. Many institutions will have a Collections Management Policy that would outline its accessioning procedures.</p> <p><u>Acquisition</u></p> <p><b>Art Gallery</b></p> <p>Art works can be purchased directly from dealers, agents, artists and collectors, or can be purchased at auction. In exceptional cases, curators are given licence to purchase directly in the field when conducting research trips in remote communities.</p> <p><b>Museum</b></p> <p>A museum aims to have unconditional legal ownership of its collection. Records are kept of the transactions accompanying each acquisition.</p> <p><b>Libraries</b></p> <p>Under the Queensland Government Non-Current Asset Policy – Accounting for library collections, a recognition threshold of \$5,000 is to be applied to a heritage collection. If the value of the collection as a whole is less than \$5,000 then it must be expensed.</p> <p><u>Cataloguing</u></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>Museums <i>Nomenclature 3.0 for Museum Cataloguing</i> is a structured and controlled list of object terms organised in a hierarchical classification system. It provides a way to index and catalogue collections of human-made artefacts based on their function.</p> <p>Art Galleries Cataloguing is done following the library standards mentioned above. The Australian Pictorial Thesaurus (APT) is a collection of topic terms for indexing Australian images. The APT uses contemporary Australian terminology to describe objects, people, places and structures, activities and concepts depicted in an image. The Art and Architecture Thesaurus (AAT) is a structured vocabulary of more than 133,000 terms, descriptions, bibliographic citations, and other information relating to fine art, architecture, decorative arts, archival materials and material culture. The Getty Thesaurus of Geographic Names (TGN) is a structured, world-coverage vocabulary of 1.3 million names, including vernacular and historical names, coordinates, and place types, and descriptive notes, focusing on places important for the study of art and architecture.</p> <p><u>Preservation</u> Preservation occurs at all stages of the object's life and encompasses protection from physical damage through appropriate support, housing and handling</p> <p><u>Disposal</u> Disposal may take one of the following forms:</p> <ul style="list-style-type: none"> <li>• objects that are donated may be returned to the donor</li> <li>• objects that have a significant cultural value, but which do not conform to the collections development policy should, wherever possible, be placed with the most appropriate public institution, by means of gift, sale or exchange</li> <li>• objects that do not have a significant cultural value but do have a market value may be disposed of by public auction or tender</li> <li>• objects whose trade and movement are governed by any applicable laws or agreements, should only be disposed of in accordance with such laws or agreements</li> <li>• objects that are no longer recognisable or restorable may be destroyed or recycled for materials or components</li> <li>• objects that cannot be disposed of in any other way may be destroyed</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>disposal of hazardous objects or material must only be undertaken after liaison with relevant government departments and by certified suppliers.</li> </ul> <p><u>Donations</u></p> <p><b>Museums</b></p> <p>A museum will accept donations that meet their collection selection criteria and the object is relevant to the museum. Museums prefer objects that are in good condition, but an object in poor condition may still be of great significance in telling a particular story. Donations can be used in a number of ways, registered objects that are used in exhibitions and for research; become part of the loans service to be used in outreach programs and loaned to schools and institutions; and used in educational workshops.</p> <p><b>Art galleries</b></p> <p>An art gallery will accept donations that meet their collection selection criteria. Gifts can be in the form of actual art works or in the form of acquisition funds or bequests.</p> <p><b>Local history</b></p> <p>Many local history collections are created via donations. Donations will only be accepted if they are relevant to the local area. Donations can be in the form of pamphlets, books, brochures, photographs and historical documents acquired from the community.</p> <p><b>Regulatory requirements:</b></p> <p>Australian Government's Cultural Gifts Program</p> <p>Australian Institute for Conservation of Cultural Material – Code of ethics and code of practice</p> <p>Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)</p> <p>ICOM – Labelling and marking objects</p> <p>International Guidelines for Museum Object Information: the CIDOC Information Categories</p> <p>ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families</p> <p>ISAD (G): General International Standard Archival Description</p> <p>National Standards for Australian Museums and Galleries</p> <p><i>Protection of Moveable Cultural Heritage Act 1986 (Cwlth)</i></p> <p>Qld Government Non-Current Asset policies for the Qld Public Sector 7 – Accounting for library collections</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>UNESCO – Convention for the protection of cultural property in the event of armed conflict</p> <p>UNESCO – Convention on the means of prohibiting and preventing the illicit import, export and transfer of ownership of cultural property</p> <p><b>Business requirements:</b></p> <p>Cultural collections represent a major public social investment by the Queensland government for the State and records of their acquisition and management will have substantial and ongoing community interest.</p> <p>The records surrounding cultural collections reflect the often challenging and potentially controversial nature of developing these collections. For example, issues of repatriation, 'de-accessioning', provenance, inclusions and exclusions, standards and ethics, and collection narratives can reflect the moral, social and political attitudes of the time.</p> <p>The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NSW, NT, SA, Tasmania and Victoria. It is also consistent with existing precedence in 4 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory</li> </ul>
1055	<p><b><i>Loan arrangements</i></b></p> <p>Records relating to the formal loan of collection items to other agencies and the borrowing of items by the agency.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Institutions that borrow material from libraries, museums &amp; art galleries are required to provide a facilities report or venue report that includes details of:</p> <ul style="list-style-type: none"> <li>• environmental conditions</li> <li>• evidence of insurance</li> <li>• venue security</li> <li>• display plan</li> <li>• staffing.</li> </ul> <p>Museums will also loan objects out to schools and regional Queensland as a learning resource.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Art gallery collections are usually held in public trust and the gallery is unable to lend to individuals or organisations in the public sector.</p> <p>Approval may be declined for objects which are fragile and unable to travel, and those which are already committed to exhibitions or are of great value and importance to local visitors. An example of this is the death mask of Tutankhamun is no longer sent out on loan from the Cairo museum as it is too fragile to be moved.</p> <p>A loan agreement is issued by the library, museum or art gallery when all details of the loan have been finalised and approved. The object will not be released until the loan agreement has been completed and signed by the borrower and countersigned by the library, museum or art gallery.</p> <p>Loan periods will vary depending on the physical condition and stability of requested items and environmental conditions. The library, museum and art gallery reserves the right to recall a loaned item at any time during the agreed loan period.</p> <p><b>Regulatory requirements:</b></p> <p>ICOM Guidelines for Loans</p> <p>Queensland Art Gallery, Gallery of Modern Art guidelines for loans from the collection</p> <p>SLQ Lending Policy-Loans for Exhibitions</p> <p><b>Business requirements:</b></p> <p>The retention period is based on the retention for the related agreement records (1004). A 7 year retention period for the management of loans ensures that the records are available during the period of the loan and in the event of a contractual dispute which can be brought up to 6 years from the date of the cause of action in accordance with s.10 of the <i>Limitation of Actions Act 1974</i>.</p> <p>It is also consistent with the retention period in the <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480 v.4).</p>
1056	<p><b>Acquisitions not proceeded with</b></p> <p>Records relating to acquisitions that do not proceed.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Agencies will regularly reject items for acquisition if they do not meet the criteria of the collection development policy. Best practice indicates that the item should be returned to the owner with an explanation why the object was not accepted and if possible suggest other collecting institutions that might be interested.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after business action completed.	<p><b>Business requirements:</b></p> <p>It may be necessary to consult previous provenance research that was conducted for acquisitions which do not proceed, when assessing another potential acquisition at a later date. This information may also be useful if the object is offered to the institution within the same period of time.</p> <p>The retention period is longer than the 2 year retention period for moveable asset acquisitions that do not proceed (1183) but it is consistent with the retention period of 7 years for property management acquisitions that do not proceed (1193).</p>

**Activity****GENERAL COLLECTION MANAGEMENT**

*Managing general collections which may include library collections and/or information centres. Includes the management of artefact replicas. Excludes rare book collections, museum collections and artworks. Excludes records relating to the donation of library materials.*

**Background:**

This activity can be used by any Queensland agency which manages library collections and/or information centres and, where these records are covered by an existing core schedule, a number of agencies have indicated that they would prefer to use the GRDS.

However, the GRDS will not be superseding any core schedules and those agencies which have a core schedule, which covers their collection management activities, can continue to use these if they wish to do so.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1060	<p><b>Collections – acquisitions and disposals</b></p> <p>Records relating to the acquisition and disposal of general resources including:</p> <ul style="list-style-type: none"> <li>• selection and acquisition</li> <li>• disposal, including via sale, donation or recycling</li> <li>• acquisitions that do not proceed.</li> </ul> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p><u>Acquisition</u></p> <p>There are eight different types of acquisition methods:</p> <ol style="list-style-type: none"> <li>1. Firm orders – orders that are determined by name specifically</li> <li>2. Standing orders – open orders for all titles that fit a particular category or subject</li> <li>3. Approval plans – similar to standing orders except they cover quite a few topic areas and are sent from the vendor and the institution is only charged for the specific titles that they accept into their collection</li> <li>4. Blanket orders – a combination of a firm order and an approval plan</li> <li>5. Subscriptions – generally utilised for journals, newspapers or other serials that an institution will acquire</li> <li>6. Leases – contracts that allow access to particular resources for a period of time</li> <li>7. Gifts – the acquisitions team will need to determine if gifts will be added to the collection</li> <li>8. Exchanges – exchange of unwanted duplicate or gift materials OR the exchange of new materials between institutions.</li> </ol> <p><u>Disposal</u></p> <p>A continuous process of weeding of library material is carried out in an ongoing evaluation program that ensures the currency, accuracy, quality and ongoing appeal and usefulness of</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>library materials through the removal of obsolete and unwanted items. In addition, regular stocktakes are held to ensure the integrity of the library catalogue and accountability for collection assets.</p> <p>Material is weeded from the collection for the following reasons:</p> <ul style="list-style-type: none"> <li>the item is little used and is unlikely to be used in the future, or may be better used in another collection or library</li> <li>the information contained in the item is obsolete, is no longer useful for today's needs, or has been superseded by a new edition or by other material, which provides a better subject coverage</li> <li>the item was of an ephemeral nature when purchased</li> <li>the availability of other copies</li> <li>the item is worn, soiled, damaged or in poor physical condition</li> <li>the item has been replaced by an electronic resource.</li> </ul> <p>One of the principle means of disposal of discarded library materials is for sale either in the library or via Friends of the Library society.</p> <p>Libraries may donate materials to state, local government, or other government entity or a charitable organisation.</p> <p>Library materials that have been weeded from the collection due to heavy wear and tear, damage or missing parts, are not suitable for sale or donation and will be recycled.</p> <p><b>Regulatory requirements:</b></p> <p>Queensland Public Library Standards and Guidelines: Library Collections Standard</p> <p><b>Business requirements:</b></p> <p>The retention period is based on the 7 year retention period for asset and money management (1099). It also ensures that the records are available for a sufficient period of time to be referred back to if required.</p> <p>The retention period is consistent with the retention of similar records in SA.</p>
1280	<p><b>Parent/guardian permissions</b></p> <p>Records relating to parent/guardianship permissions to allow children</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class was suggested during the GRDS whole-of-government consultation as some public libraries have introduced tighter controls for children.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>to borrow library material, use the internet and be responsible for any fines or infringements of copyright.</p> <p><b>Disposal action –</b> When child reaches 18 years of age.</p>	<p>The parent/guardian is responsible for:</p> <ul style="list-style-type: none"> <li>• the child's choice of library resources</li> <li>• the child's internet use</li> <li>• the condition and care of library materials in possession of the child</li> <li>• all fines and fees incurred by the child</li> <li>• the child complying with the <i>Copyright Act 1968</i>.</li> </ul> <p><b>Regulatory requirements:</b> <i>Copyright Act 1968</i></p> <p><b>Business requirements:</b> Books, lending material and internet usage are not censored. Libraries require these records to document who is responsible for a child and for any material the child accesses while in the library. When a guardian signs this form, they take responsibility for any fines, infringements of copyright etc. caused by the child.</p> <p>One local government advised that, although these guardian permission forms are renewed every 2 years, the details of the form are simply verified - a new form is not generated. The agency advised that these records would need to be kept at least until the child is 18 years. The retention period is consistent with SA.</p>

Title	Scope Note
<b>EXTERNAL RELATIONS</b>	<p><i>Managing relationships with external bodies. Includes the agency's relationship with community groups; Ministers and Members of Parliament and the political processes of government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, Commissions of Inquiry and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other local, state, Commonwealth or overseas governments. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.</i></p> <p><i>Reference should be made to the <a href="#">Queensland Cabinet Handbook</a> for guidance in the management, maintenance and disposal of Cabinet records.</i></p>
<b>Activity</b>	
<b>ADDRESSES, PRESENTATIONS OR SPEECHES</b>	
<i>Addresses, presentations or speeches given at government or community occasions and conferences.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1065	<p><b>Addresses, presentations or speeches – significant</b></p> <p>Records relating to final versions of addresses that:</p> <ul style="list-style-type: none"> <li>are made by the Premier, portfolio Minister, Mayors, Councillors or senior agency officers at major public or government occasions</li> <li>generate substantial public interest or controversy</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class based on similar record classes in other jurisdictions. Addresses (presentations) are given by senior government officials at major public or government occasions and this record class is intended to capture all of the relevant information in relation to this.</p> <p><b>Business requirements:</b></p> <p>Significant addresses, presentations or speeches directly relate to the operations of the government and how its decisions and actions impact on the people of Queensland. Given the criteria for determining significant addresses, there will be substantial and ongoing community interest in these records.</p> <p>The retention period is consistent with the retention of similar records in all other jurisdictions and there is precedence in 3 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>are of cultural significance, e.g. Mabo Oration.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory.</li> </ul>
1066	<p><b><i>Addresses, presentations or speeches – other</i></b> Records relating to final versions of other addresses delivered in the routine promotion of the agency's service or products.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. Addresses, presentations or speeches are given to highlight the achievements of the agency at public or government occasions that are of routine importance to the agency.</p> <p><b>Business requirements:</b> The 2 year retention period allows sufficient time for the records to be referred back to if any questions arise. It will also ensure that the records are available for reference when preparing new speeches on behalf of the agency. The retention period has been reduced from 5 years to 2 years which is consistent with the retention of similar records by ACT, Commonwealth, NSW, NT, SA and Victoria. There is also precedence in 2 Queensland core schedules.</p>

**Activity****CUSTOMER SERVICE**

*Planning, monitoring and evaluation of services provided to customers by the agency.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1067	<p><b>Management of customer services</b></p> <p>Records relating to the development, management and monitoring of specific customer services provided to the public (e.g. managing an enquiry desk, a telephone information service or interpreter service).</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>Customer service is now accepted as a vital management discipline, and the implementation of a robust customer service management system is a basic operational requirement for public sector organisations. The International Customer Service Standard provides both a recognisable benchmark and 'how-to' implementation approach.</p> <p><b>Regulatory requirements:</b></p> <p>ICSS:2010-14 – International customer service standard</p> <p><b>Business requirements:</b></p> <p>Many government agencies are providing some sort of customer service to the residents of Queensland. The management of these services is fundamental to make sure agencies are providing an efficient and effective service to clients.</p> <p>The retention period is consistent with the evaluation of programs and services-other (1024) and reviews-other (1050) and the retention of similar records in SA. There is also precedence in Queensland with 3 core business schedules.</p>
1068	<p><b>Service charters and directives – development</b></p> <p>Records relating to the development of service charters and directives relating to the provision of services to the agency's clients.</p> <p><b>Disposal action –</b></p> <p>3 years after superseded.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>The Customer Service Institute Australia (CSIA) recommends that all agencies develop a Service Charter or set of Customer Commitments or Promises, which are measurable and can be published. This charter should be based on research into current service levels, comparison of the current service levels against industry best practice and consultation with stakeholders.</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Service charters are developed and continually reviewed, especially if there is a change in direction of the agency or the key performance indicators are amended, and the retention period allows staff to refer to earlier development records for each review.</p> <p>This retention period is consistent with procedures development (1038) and the retention of similar records by NAA.</p>

**Activity****DONATIONS**

*Managing items, artefacts or property donated to the agency, or by the agency and/or its staff to charities, etc. Includes managing unsolicited donations. Includes refused gifts, donations and bequests.*

NOTE: This activity should not be used by agencies where public donations provide major support for core functions. In these instances, coverage should be included in the agency's own core function schedule.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1070	<p><b><i>Gifts, donations and bequests – significant</i></b></p> <p>Records relating to gifts, donations or bequests that have been made to or by the agency, which are of cultural or historical significance.</p> <p>Includes gifts, donations and bequests that are received as part of fundraising events and activities.</p> <p>Significant gifts, donations and bequests include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander artefacts</li> <li>• limited edition or custom items</li> <li>• rare/significant items from the environment</li> <li>• rare books/documents</li> <li>• gifts reflective to a culture or emblem</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>The Public Service Commission (PSC) Directive relating to gifts and benefits states that any gift accepted by an officer that has a fair market value greater than \$150 or is of cultural or historical significance is the property of the agency. Such gifts may be retained by the agency, or the agency may allow the officer to retain the gift in accordance with the policy and procedure. This record class only covers records of gifts, which are of cultural or historical value. Records of gifts with a market value greater than \$150, but not of cultural or historical value, will be sentenced under 1071.</p> <p>Each agency should refer to their policies in relations to gifts, benefits and bequests.</p> <p>Agency staff may authorise the giving of gifts and benefits up to the limits specified by their financial delegations.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electoral Act 1992</i></p> <p>Public Service Commission Directive 22/09 relating to Gifts and Benefits</p> <p><i>Public Services Act 2008</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7 and ensures that records relating to significant gifts received by the State/agency will be retained for future generations. Given the criteria for determining significant gifts, there will be substantial and ongoing community interest in these records.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>memorabilia from major projects/events such as G20 or Commonwealth Games.</li> </ul> <p><b>Disposal action</b> – Permanent. Transfer to QSA after business action completed.</p>	<p>This retention period has been endorsed by Protocol Queensland and is consistent with similar record classes in all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>5 – Substantial Contribution to Community Memory.</li> </ul>
1071	<p><b><i>Gifts, donations and bequests – other</i></b></p> <p>Records relating to all other gifts, donations or bequests that have been made to or by the agency.</p> <p>Includes gifts, donations and bequests that are offered as part of fundraising events and activities and records relating to the refusal of proposed donations.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed or until terms of the donation/gift have been fulfilled.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class and covers those gifts, donations and bequests that are not significant.</p> <p>Agency staff may authorise the giving of gifts and benefits up to the limits specified by their financial delegations.</p> <p><b>Regulatory requirements:</b></p> <p><i>Electoral Act 1992</i></p> <p>Public Service Commission (PSC) Directive: Gifts and benefits</p> <p><i>Public Services Act 2008</i></p> <p><b>Business requirements:</b></p> <p>This retention period has not changed from GRDS v.7.</p> <p>The retention period ensures that the background records are available in the event of any dispute involving the gifted items or for audit purposes.</p>



**Activity****EXHIBITIONS**

*Arranging, management or attendance of exhibitions. Includes exhibitions of both cultural and general institutions.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1058	<p><b><i>Exhibitions organised by an agency or with input from an agency – significant</i></b></p> <p>Records relating to the management of exhibitions organised by the agency or with input from the agency, which has major significance to the State.</p> <p>Includes records of the planning and development, production and design of the exhibition/display.</p> <p>Significant exhibitions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• those that generates/involves substantial community or public interest, debate or controversy</li> <li>• involves innovative, unique or precedent-setting practices, techniques or methods.</li> </ul> <p><b>Disposal action –</b> Permanent.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>These records relate to the process of preparing and presenting significant exhibitions and displays, including online and travelling exhibitions of items sourced both nationally and internationally. It includes exhibitions indemnified by the State Government to offset the cost of commercial insurance cover which would otherwise be required for the transport and display of works of cultural and historical importance.</p> <p><b>Business requirements:</b></p> <p>Given the criteria for significant exhibitions includes those that involve substantial community or public interest or involves innovative, unique or precedent-setting practices, techniques or methods, these records will have ongoing value to the people of Queensland. The retention of these records also ensures that the records will remain available to refer back to when an agency is planning future exhibitions.</p> <p>The retention period is consistent with similar records by WA and with existing precedence in 3 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Transfer to QSA after business action completed.	
1059	<p><b><i>Exhibitions organised by an agency or with input from an agency – other</i></b></p> <p>Records relating to the management of all other exhibitions organised by the agency or with input from the agency.</p> <p>Includes records of the planning and development, production and design of the exhibition/display.</p> <p><b>Disposal action –</b></p> <p>3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>These records relate to the process of preparing and presenting exhibitions and displays, including online and travelling exhibitions of items sourced within the State.</p> <p><b>Business requirements:</b></p> <p>The retention period has been increased from 2 years in GRDS v.7.</p> <p>A 3 year retention period for agency exhibitions ensures that the records are available in the event of a claim for personal injury which can be brought up to 3 years from the date of the cause of action in accordance with s.11 of the <i>Limitation of Actions Act</i>. Additionally, the 3 year retention period ensures that the records are available for a sufficient period of time to be referred back to if required.</p> <p>The retention period is consistent with the retention of similar records by the Commonwealth and WA.</p>

**Activity****ENQUIRIES AND REACTIONS**

*Handling of enquiries and reactions to an agency's core functions, policies or services. Includes correspondence of appreciation, complaints and suggestions from members of the public or clients of the agency. Also includes responding to external surveys.*

*Excludes enquiries received by Ministers and Assistant Ministers from members of the public and private organisations.*

*See the [Office of a Minister of the Crown & Parliamentary Secretaries retention and disposal schedule](#) (QDAN328) for records of enquiries received by Ministers and Assistant Ministers from members of the public and private organisations.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1072	<p><b><i>Enquiries, complaints and suggestions – significant</i></b></p> <p>Records relating to the management of enquiries, complaints or suggestions that:</p> <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• lead to major changes to policies and procedures.</li> </ul> <p>Includes Ministerial authorisations (directions, recommendations, approvals).</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class. The scope of this record class has been expanded but the retention period has not changed.</p> <p>The Queensland Ombudsman is responsible for the management of the Complaints Management Program for agencies.</p> <p>When assessing a complaint agencies need to consider the following:</p> <ul style="list-style-type: none"> <li>• what the complainant wants as an outcome</li> <li>• whether the complaint is impractical, frivolous or made vexatiously</li> <li>• whether an abuse of power is alleged or apparent</li> <li>• the seriousness and significance for the agency</li> <li>• the time that has elapsed since the incident occurred</li> <li>• whether it involves the broad public interest</li> <li>• whether the resources required to deal with the matter would be disproportionate to the complaint's significance and likely outcome</li> <li>• what remedies are available and whether investigation could lead to improvements in agency processes.</li> </ul> <p><b>Business requirements:</b></p> <p>Given the criteria for significant enquiries, complaints or suggestions includes those that create a precedent or lead to major changes to policies and procedures, these records will have ongoing</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>value to the people of Queensland. Additionally, the role of the Minister and directing the operations of an agency directly contributes to community understanding of how government actions operated at a particular point in time.</p> <p>The retention period is consistent with the retention of similar records by SA, Tasmania, Victoria and WA. There is also existing precedence in 2 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1073	<p><b><i>Enquiries, complaints and suggestions – investigations or legal significance</i></b></p> <p>Records relating to the management of enquiries, complaints or suggestions that require investigation and/or a specific response.</p> <p>Includes the provision of detailed information or advice to clients which may have legal significance.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a merger of existing record classes.</p> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7.</p> <p>A 7 year retention period for complaints (and other records) ensures that the records are available in the event of any legal claims brought in accordance with s.10 of the <i>Limitation of Actions Act 1974</i>. Additionally, the 7 year retention period ensures that the records are available for a sufficient period of time to be referred back to if required.</p> <p>The retention period is consistent with NSW and WA and there is precedence in 3 Queensland core schedules.</p>
1074	<p><b><i>Complaints – routine</i></b></p> <p>Records relating to the management of complaints that do not have policy or legal significance.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	2 years after business action completed.	<p>This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required.</p> <p>It is consistent with the retention of similar records in NSW, SA, Tasmania and WA and there is precedent in an existing Queensland core schedule.</p>

**Activity****INQUIRIES**

*Liaison with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Commissions of Inquiry, Parliamentary and Ombudsman's inquiries, and investigations by the Crime and Corruption Commission and the Queensland Audit Office. Includes the agency's participation in the inquiry through the provision of evidence and implementation of recommendations.*

See the [Commissions of Inquiry Retention and Disposal Schedule](#) (QDAN676) for records relating to Commissions of Inquiry.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1075	<p><b><i>Inquiries – directly related</i></b></p> <p>Records relating to an agency's contribution and involvement in an Inquiry that is directly related to its functions or business.</p> <p>Includes the implementation of any findings or recommendations of the Inquiry.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p> <p>Inquiries are issued by the Governor, by and with advice of the Executive Council of the State, under the Governor's hand and the public seal of the State in the form of an Order in Council.</p> <p><b>Regulatory requirements:</b></p> <p><i>Commissions of Inquiry Act 1950</i></p> <p><i>Public Interest Disclosure Act 2010</i></p> <p><b>Business requirements:</b></p> <p>A Commission of Inquiry would be called to look into matters of great importance and are usually controversial. Matters may include the structure of an agency, the treatment of minorities, events of considerable public concern or economic questions. Some of the major commissions in Queensland have been the Fitzgerald Inquiry, Queensland Child Protection, Queensland floods, organised crime and the Queensland Health payroll system.</p> <p>The retention period has not changed from GRDS v.7 and is consistent with the retention of similar record class in all other jurisdictions. There is also precedence in 2 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1076	<p><b><i>Inquiries – not directly related</i></b></p> <p>Records relating to an agency's contribution and involvement in an Inquiry not directly related to its functions or business.</p> <p>Includes the implementation of any findings or recommendations of the Inquiry.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p> <p>Agencies will be asked to participate in inquiries that do not directly impact their core functions. For example, Queensland State Archives receive requests from other agencies to produce records for an inquiry that they hold records of, i.e. Queensland Health Payroll Inquiry.</p> <p><b>Business requirements:</b></p> <p>This retention has not changed from GRDS v.7.</p> <p>It allows for the instigation of legal action arising from the Inquiry in which the agency may be involved.</p> <p>The retention period is also consistent with the retention period of similar classes in the Commonwealth and NT.</p>
1077	<p><b><i>Public interest disclosures – substantiated</i></b></p> <p>Records relating to substantiated public interest disclosure (PID) investigations.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>The Queensland Ombudsman sets out the following circumstances under which a Public Interest Disclosure (PID) can be made by:</p> <ul style="list-style-type: none"> <li>• anyone: <ul style="list-style-type: none"> <li>○ substantial and specific danger to the health or safety of a person with a disability</li> <li>○ a substantial and specific danger to the environment</li> <li>○ reprisal for an earlier PID.</li> </ul> </li> <li>• public sector officers: <ul style="list-style-type: none"> <li>○ official misconduct</li> <li>○ maladministration that adversely affects a person's interests in a substantial and specific way</li> <li>○ a substantial misuse of public resources</li> <li>○ a substantial and specific danger to public health or safety or the environment.</li> </ul> </li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The chief executive officer of a public sector entity to which a public interest disclosure is made must keep a proper record of the disclosure, including:</p> <ul style="list-style-type: none"> <li>• the name of the person making the disclosure, if known</li> <li>• the information disclosed</li> <li>• any other information required under a standard made under section 60 of the Act.</li> </ul> <p>When a PID is received, the agency must respond to the disclosure. The PID Act sets the requirements for managing a PID and the entity's own policy will provide guidance on managing the response process. The response to a PID will usually have 4 key components:</p> <ul style="list-style-type: none"> <li>• assess – when an allegation of wrongdoing is made, the entity is required to assess it to determine whether or not the matter is a PID</li> <li>• confidentiality, recording and reporting – confidential PID information can be recorded or disclosed to administer the PID Act or to discharge a function under another Act, for a proceeding in a court or tribunal, with the consent of the person the information relates to, if it is essential under the principles of natural justice and reprisal is unlikely</li> <li>• action to support the discloser – when a disclosure has been made, an entity must provide the discloser with confirmation of the receipt of the PID, describe the action taken or proposed to be taken in respect of the PID, if action has been taken in relation to the PID, inform the discloser of the results</li> <li>• act on findings – when a PID investigation is completed, the entity has an obligation to deal with the findings appropriately.</li> </ul> <p>The Ombudsman reviews the management of PIDs, reviews the way public sector entities deal with PIDs, and undertakes an educational and advisory role about PIDs. The Ombudsman has the power to investigate complaints about the actions and decisions of Queensland public agencies and their staff that may be unlawful, unreasonable, unfair, improperly discriminatory or otherwise wrong.</p> <p>An agency would investigate any PIDs that come and then they put their results/outcomes into the PID database which is maintained by the Queensland Ombudsman.</p> <p><b>Regulatory requirements:</b>  <i>Public Interest Disclosure Act 2010</i></p> <p><b>Business requirements:</b>  This retention period has not changed from GRDS v.7.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Even though the Queensland Ombudsman is the primary office of record for PID records, a permanent retention period is warranted because of the seriousness of the matters being investigated. PIDs are a special form of complaint which are usually serious allegations of corruption, misconduct, fraud or maladministration. The agency's records would contain background information and context which is not available in the summary database maintained by the Queensland Ombudsman.</p> <p>The Office of the Queensland Ombudsman has endorsed this retention period. It is also consistent with the retention of similar records by ACT, NT, Victoria and WA.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1078	<p><b>Public interest disclosures – unsubstantiated</b></p> <p>Records relating to unsubstantiated public interest disclosures investigations.</p> <p><b>Disposal action –</b></p> <p>10 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>An agency will go through the same process as above and will inform the discloser that the investigation has found that their disclosure is to be considered as not substantiated. This might be either because the allegation was found not to be true or there was insufficient evidence to substantiate it.</p> <p>If the discloser is dissatisfied with the agency's handling of a PID, the discloser can ask for the decision to be reviewed by the entity under its complaints management system. If the discloser remains dissatisfied with the decision, they can then ask the Queensland Ombudsman to review the matter.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Interest Disclosure Act 2010</i></p> <p><b>Business requirements:</b></p> <p>The retention period has increased from 3 years in GRDS v.7 to 10 years based on advice from the Queensland Ombudsman.</p> <p>These PID, even if unsubstantiated, relate to allegations of a serious nature and may need to be referred back to at a later date to provide evidence of patterns or trends.</p> <p>It also aligns with the retention period for records relating to contact with lobbyists (1081).</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1079	<p><b>Public interest disclosures – no action required</b></p> <p>Records relating to public interest disclosures that do not warrant an investigation by the agency as outlined in section 30 of the <i>Public Interest Disclosure Act 2010</i>.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>An agency may decide not to investigate or deal with a public interest disclosure if:</p> <ul style="list-style-type: none"> <li>the substance of the disclosure has already been investigated or dealt with by another appropriate process; or</li> <li>the entity reasonably considers that the disclosure should be dealt with by another appropriate process; or</li> <li>the age of the information the subject of the disclosure makes it impracticable to investigate; or</li> <li>the entity reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the resources of the entity from their use by the entity in the performance of its functions; or</li> <li>another entity that has jurisdiction to investigate the disclosure has notified the entity that investigation of the disclosure is not warranted.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Public Interest Disclosure Act 2010</i></p> <p><b>Business requirements:</b></p> <p>Under s.30 of the <i>Public Interest Disclosure Act 2010</i>, a person who receives written reasons for a decision of an entity not to investigate may apply to the chief executive of the entity for a review of the decision within 28 days after receiving the written reasons.</p> <p>This retention period was proposed by the Queensland Ombudsman during targeted consultation as it allows time for the records to be referred back to in the event new information becomes available.</p>
1759	<p><b>Investigation records deemed irrelevant</b></p> <p>Records gathered during an inquiry or public interest disclosure (PID) investigation</p>	<p><b>Date authorised:</b> April 2017</p> <p><b>Background/business process:</b></p> <p>This is a new record class.</p> <p>During an inquiry or public interest disclosure (PID) investigation, records may be gathered by investigators which are subsequently deemed irrelevant to the investigation.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>which are subsequently deemed irrelevant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>documentary evidence that is irrelevant to the allegation or the broader investigation</li> <li>background research.</li> </ul> <p><b>Disposal action –</b></p> <p>Until the investigation is finalised and the conclusion of any subsequent appeals or legal action</p>	<p>For example, an allegation may be made which requires a forensic investigation of an employee's IT equipment. Many records will be found during this search which will have no bearing on the allegation or the subsequent investigation.</p> <p>As a general rule, if police seize private property (e.g. a phone or a tablet with images) while investigating an offence this must be returned if it is not needed as evidence. This is supported by general legislative provisions in the <i>Criminal Practice Rules 1999</i>. However, where an agency is conducting its own investigation, many of the records gathered will have been provided by the agency itself. A new record class is therefore needed to dispose of these irrelevant investigation records.</p> <p>The Queensland Ombudsman supports the inclusion of a new record class to enable agencies to dispose of investigation records deemed irrelevant.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Interest Disclosure Act 2010</i></p> <p><b>Business requirements:</b></p> <p>The most important use for these records is during the investigation (at which point they were analysed and deemed irrelevant), and for the period of time following the investigation when an individual can seek compensation, appeal a decision or have some other form of redress.</p> <p>The proposed retention period protects the ability of effected parties to request these records as part of any subsequent action. It also allows the investigating agency to dispose of these records when there is no longer any business need or community expectation to retain them</p>
1080	<p><b>Judicial reviews</b></p> <p>Records relating to judicial reviews of administrative decisions made by an agency. Excludes the official records held by the Supreme Court.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of existing record classes.</p> <p>Individuals are able to seek a review of decisions:</p> <ul style="list-style-type: none"> <li>of an administrative nature proposed, required or made under an Act</li> <li>by an officer or employee of a Queensland Government agency or local government authority.</li> </ul> <p>People whose interests are adversely affected (or will be adversely affected) by an administrative decision, have the right to:</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• request a statement of reasons explaining the decision</li> <li>• apply to the Supreme Court for a review of a decision if you are not satisfied with the statement of reasons for that decision.</li> </ul> <p>A statutory order of review is an order made on an application to the court in relation to:</p> <ul style="list-style-type: none"> <li>• an administrative decision</li> <li>• conduct engaged in for the purpose of making a decision</li> <li>• a failure to make a decision.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Judicial Review Act 1991</i></p> <p><b>Business requirements:</b>          These records comprise the agency's records of judicial review cases which have been heard in the Supreme Court. The retention period of 7 years is based on the likelihood of these files containing departmental legal advice relating to the judicial review cases.</p> <p>A retention period longer than 7 years is excessive as under the <i>Courts Sector Retention and Disposal Schedule</i> (QDAN705 v.1) the minimum retention period for these cases is 12 years. Any queries relating to these cases beyond the 7 year period can be directed to the relevant court.</p>

**Activity****LIAISON**

*Managing general contact between the agency and lobbyists.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1081	<p><b>Contact with lobbyists</b> Records relating to the contact between the agency and registered lobbyists as defined under s.42 of the <i>Integrity Act 2009</i>.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Background/business process:</b> This is a revision of existing record classes. Lobbyists are required to inform staff they are meeting of their lobbyist status at the first contact. Before having any further contact you must ensure they are on the register of lobbyists. If the lobbyist is not on the register, you are to have no further contact and provide the details to your agency's ethical standards team. Each agency is to keep a register of lobbyists. The Queensland Integrity Commissioner administers the Register of Lobbying Contacts and approved the use of the <a href="#">Lobbyists Code of Conduct</a>. The purpose of the code is to provide standards of conduct for lobbyists designed to ensure that contact between lobbyists and government and opposition representatives is carried out in accordance with public expectations of transparency and integrity.</p> <p><b>Regulatory requirements:</b> <i>Integrity Act 2009</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. It is a community expectation that contact between lobbyists and government representatives is carried out in accordance with public expectations of transparency and integrity. Given that staff need to notify their ethical standards team within 2 business days of contact with lobbyists, the 10 year retention period is sufficient to enable these records to be referred back to at a later date if required. The retention period is endorsed by the Queensland Integrity Commissioner.</p>

**Activity****MARKETING**

*Marketing of the agency and its business, services and products.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1082	<p><b>Marketing campaigns – significant</b></p> <p>Records relating to the planning and management of major marketing campaigns developed to promote significant agency achievements, activities or events.</p> <p>Significant marketing campaigns include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• marking major anniversaries</li> <li>• opening of landmark structures and/or buildings</li> <li>• launch of innovative or new programs (e.g. health, tourism, public safety, etc.)</li> <li>• major agency occasions</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class and activity.</p> <p>Queensland Government departments must observe an <a href="#">Advertising Code of Conduct</a> (which is currently under review). It is also implied within this Code that it can be used more broadly by other government agencies.</p> <p>Campaigns should be planned, developed, implemented, funded and evaluated in accordance with the Advertising Code of Conduct. The code applies to print advertising, electronic advertising and all other types of media services covered under the Queensland Government Master Media Advertising Placement Services Standing Offer Arrangement.</p> <p><b>Business requirements:</b></p> <p>Marketing campaigns are a key way in which agencies can promote their products and services. In Queensland, there has been some successful campaigns (domestic &amp; international) especially around tourism, road safety and the environment. Given the criteria for determining significant marketing campaigns, there will be substantial and ongoing community interest in these records.</p> <p>The retention period is consistent with the retention of similar records in SA, Victoria and WA.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>those which generate substantial public interest and debate.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1083	<p><b><i>Marketing campaigns – other</i></b> Records relating to the planning and management of routine marketing campaigns to raise publicity for events or services organised by the agency.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. Queensland Government departments must observe an Advertising Code of Conduct (which is currently under review). It is also implied within this Code that it can be used more broadly by other government agencies. Campaigns should be planned, developed, implemented, funded and evaluated in accordance with the Advertising Code of Conduct. The code applies to print advertising, electronic advertising and all other types of media services covered under the Queensland Government Master Media Advertising Placement Services Standing Offer Arrangement.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It is consistent with the retention of similar records in NSW, NT, SA and WA and there is precedence in 2 existing Queensland core schedules.</p>

**Activity****MEDIA RELATIONS**

*Preparing and issuing media releases.*

*Excludes media statements maintained on the Ministerial Media Statements website.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1084	<p><b>Master set of agency media releases</b></p> <p>Master set of media releases issued by the agency and approved by the Chief Executive Officer or agency head (e.g. Commissioner, Mayor, etc.).</p> <p>Excludes media releases which have been retained as part of the Department of the Premier and Cabinet's ministerial media statements solution.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>All Ministerial media releases need to be sent to the Department of the Premier and Cabinet to be uploaded onto the Queensland Cabinet and Ministerial Directory Media Statements website at <a href="http://statements.qld.gov.au/Home">http://statements.qld.gov.au/Home</a>. The Department of the Premier and Cabinet retains these records permanently under reference 7.8.1 of QDAN681.</p> <p><b>Business requirements:</b></p> <p>Approved media releases should be retained for future reference, accountability and verification purposes. Media releases provide a chronological history of the agency's position in relation to an issue at any particular point in time.</p> <p>The previous retention period required agencies to sentence each media release according to its subject content which is not practical. It also pre-dated the existence of the DPC ministerial media statements solution. This retention period is designed to capture all master media releases which are not currently captured by DPC.</p> <p>It is consistent with the retention of similar records in all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>



**Activity****PROGRAM AND EVENT MANAGEMENT**

*Arranging, managing or attending celebrations, ceremonies, receptions, education programs, functions, conferences and events. Includes attendance at events and programs organised by another agency or organisation.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1085	<p><b><i>Programs and events – significant</i></b></p> <p>Records relating to programs and events which are organised by the agency, or with input from the agency, and are of major importance to the agency, broader community or the State.</p> <p>Significant programs and events include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• major anniversaries of significant structures or events</li> <li>• opening of landmark structures and/or buildings</li> <li>• launch of innovative or new programs</li> <li>• historically significant agency conferences</li> <li>• international sporting events.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing GRDS v.7 record classes relating to celebrations, ceremonies and conferences.</p> <p>The <a href="#">Protocol Handbook: a guide for Queensland Government Officers</a> provides guidance on planning, organising and conducting various protocol-related activities throughout Queensland. The records document the unique nature of the celebration and it is likely that the agency's copy of documents may well be the only copy retained.</p> <p>For example, the Expo 88 records were dispersed amongst a number of agencies and not kept together as a whole.</p> <p><b>Business requirements:</b></p> <p>Queensland agencies hold many significant programs and events every year. For example, Brisbane held the G20 summit in 2014 which is an international forum for the governments and central bank governors from 20 major economies. Given the criteria for determining significant programs and events, there will be substantial and ongoing community interest in these records. The retention period is consistent with the retention of similar records in ACT, NSW, NT, SA and WA. There is also precedence in 2 existing Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Permanent. Transfer to QSA after business action completed.	
1086	<p><b>Programs and events – other</b></p> <p>Records relating to all other programs and events which are organised by the agency, or with input from the agency, and external conferences.</p> <p>Includes education programs and resources aimed at increasing the understanding of agency activities.</p> <p>Programs and events include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• end of year celebrations</li> <li>• receptions</li> <li>• openings</li> <li>• education programs.</li> </ul> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of existing record classes relating to celebrations and conferences. This has been expanded to include education programs.</p> <p>These records relate to the planning, management, evaluation and review of celebrations, ceremonies and functions that are not considered to be of State significance.</p> <p>Additionally, many agencies have developed education programs and resources to help educate people. These programs can vary from heritage and history to health awareness. Education programs usually encompass written resources, lectures and tours.</p> <p><b>Regulatory requirements:</b></p> <p><i>Charitable and Non-Profit Gaming Act 1999</i></p> <p>Charitable and Non-Profit Gaming Rule 2010</p> <p><i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b></p> <p>The retention period has been increased from 2 years in GRDS v.7 to 5 years based on:</p> <ul style="list-style-type: none"> <li>• under s.11 of the <i>Limitation of Actions Act 1974</i>, personal injury claims need to be brought within 3 years of the incident</li> <li>• under s.77 of the <i>Charitable and Non-Profit Gaming Act 1999</i>, general gaming records must be kept for 5 years after the end of the game to which the records relate</li> <li>• under s.17 of the <i>Charitable and Non-Profit Gaming Rule 2010</i>, the maximum time a prize can be claimed after the prize winner is decided is 3 years (depending on the type of game category) and under s.18 &amp; 19 the CEO of the Office of Liquor &amp; Gaming Regulation must be notified of the inability to locate the winner and the prize must be retained for at least 1 year. Another winner can be drawn or the prize can be sold with the sale proceeds to the association's purposes.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>This ensures that the records are retained for a sufficient length of time to comply with legislative requirements regarding raffles and to refer back to when planning subsequent events. It also allows a sufficient length of time for any personal injury claim proceedings to be commenced.</p> <p>This retention period is consistent with the retention of similar records by NSW and WA and there is precedence with the <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480).</p>
1088	<p><b><i>Honours, awards and prizes – significant</i></b></p> <p>Records relating to significant honours, awards and prizes successfully received, or distributed, by the agency.</p> <p>Significant honours, awards and prizes may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• those of State, Government or agency significance, e.g. that recognise the agency's leadership in a particular field of endeavour such as architecture</li> <li>• substantial honours or awards conferred on agency for distinction or notable achievement</li> <li>• substantial honours or awards presented by the agency.</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>The <i>Queensland Government Sponsorship Policy</i> sets out mandatory sponsorship principles and processes to be used when engaging in sponsorship arrangements, both incoming and outgoing, and prior to any binding commitment given by the State of Queensland.</p> <p>Agencies will sponsor and receive honours, awards and prizes that are significant either in financial terms or recognition.</p> <p><b>Business requirements:</b></p> <p>Agencies receive and present honours, awards and prizes that recognise significant achievement. For example, the Queensland Greats Awards recognise and honour extraordinary individuals and organisations who have all displayed incredible achievements and a lifelong dedication to the State. Given the criteria for determining significant honours, awards and prizes, there will be substantial and ongoing community interest in these records</p> <p>The retention period is consistent with the retention of similar records in ACT, NAA and NT and there is precedence in 2 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Excludes internal honours, awards and prizes presented to individuals and teams.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1089	<p><b><i>Honours, awards and prizes – other</i></b></p> <p>Records to relating all other honours, awards and prizes successfully received, or distributed, by the agency.</p> <p>Includes unsuccessful submissions for honours, awards and prizes.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. These awards are generally awarded to, or received by, those agencies that have shown excellence, best practice, innovation or improvements to the services they provide but which are not considered to be of State significance.</p> <p><b>Business requirements:</b> The retention period has been reduced from 7 years in GRDS v.7 to 5 years. This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It is consistent with the retention of similar records in NSW and WA.</p>

**Activity****SUBMISSIONS**

*Preparing submissions of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency, which is submitted to another agency or organisation, or within the agency, to gain support.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1090	<p><b>Ministerial briefings – significant</b></p> <p>Records relating to Ministerial briefings on significant issues including those that:</p> <ul style="list-style-type: none"> <li>• generate substantial public interest and debate</li> <li>• set government policy direction or make changes to an agency</li> <li>• cover whole-of-government policy or procedures.</li> </ul> <p><b>Disposal action –</b></p> <p>Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p> <p>Ministerial briefings are used to keep decision makers informed about the issues they are responsible for. In government, briefings are the principal means of communication between government managers and their ministers.</p> <p>Briefing notes usually deal with issues, but are also prepared for any topic the Minister needs to be informed about. It might be a policy matter, a situation, a report or action by another government.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Minister's set an agency's policy direction and can directly impact on how an agency's services are administered and delivered to the people of Queensland. As a result, information provided to Ministers, which they use to inform their decisions, will have ongoing interest and value to the people of Queensland.</p> <p>The retention of these records is consistent with the retention of similar records in all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1091	<p><b>Ministerial briefings – other</b></p> <p>Records relating to Ministerial briefings of a routine nature</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>(e.g. approvals for interstate travel arrangements or conference attendance).</p> <p><b>Disposal action –</b> 8 years after business action completed.</p>	<p><b>Business requirements:</b></p> <p>The retention period has increased by 1 year from GRSD v.7. In March 2016, the State Government held a referendum on fixed 4 year terms which was successful. As the original retention period was based on 2 terms of government, this has now been increased from 7 years to 8 years.</p> <p>The retention period enables an agency to monitor, and provide evidence of, their briefings on non-contentious issues that are submitted to a Minister. It also provides sufficient time for any potential legal issues surrounding the briefing of the Minister to be addressed.</p>
1092	<p><b><i>Submissions – development and drafting</i></b></p> <p>Records relating to the development and drafting of submissions to the Federal Government and Queensland Cabinet.</p> <p>Excludes any records which must be returned to the Cabinet Secretariat in accordance with the Queensland Cabinet Handbook.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class and now includes submissions to the Federal Government by agencies.</p> <p>Cabinet has the pre-eminent role to ensure the development and coordination of government policy. Cabinet collectively, and Ministers individually, have a primary duty to ensure that policy and other decisions are robust and service the public interest. Information considered at Cabinet level must be of the highest standard to aid that decision-making.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Submissions cover a range of issues. Specifically these records contain decisions made by Cabinet that have significant implications for the State, communities, business and individuals. A permanent retention for these records is required as the documents provide evidence of a department's input to the Cabinet process and capture further information not included in the final Cabinet submission.</p> <p>It is consistent with the retention of similar records in all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1093	<p><b><i>Executive Council Minutes – approved prior to 2010</i></b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Executive Council Minutes (approved prior to 2010) provided to an agency for implementation.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>This is a new record class for this activity.</p> <p>The Department of the Premier and Cabinet (DPC) has advised that Executive Council Minutes and original supporting documentation were sent back to the agency. During 2009, the process changed and all original documentation is now kept permanently by DPC.</p> <p>Matters requiring approval by the Governor in Council are submitted in the form of a Minute which comprises a recommendation from the Executive Council to the Governor. When approved, the Minute becomes the official record of the decision taken.</p> <p>To accompany each Minute, the Department must provide an Explanatory Memorandum together with any other necessary documentation, for example, subordinate legislation or, in the case of an appointment, a Curriculum Vitae.</p> <p>Departments must ensure that, where necessary, any matters requiring prior Cabinet approval have received that approval before Executive Council Minutes are submitted to the Executive Council Secretariat.</p> <p><b>Business requirements:</b></p> <p>There is a community expectation that records, which document the discussions and deliberations of the Executive Council, will be available to all Queenslanders, now and in the future. Additionally, Executive Council deliberations and decisions directly impact on the State's economic, social and cultural life and could have ongoing legal consequences.</p> <p>Given the process at that time was for the original records to be returned to the relevant agency for implementation, DPC has requested that these records be retained permanently in line with 4.5.1 Executive Council meetings – minutes and schedules within the <i>Department of the Premier and Cabinet Retention and Disposal Schedule</i> (QDAN681). This will help to ensure that a full set of these important records are retained.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> </ul>
1094	<p><b><i>Executive Council Minutes – approved from 2010 onwards</i></b></p> <p>Executive Council Minutes (approved from 2010 onwards)</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class. The record class has been updated to reflect that it now only applies to Executive Council Minutes approved from 2010 onwards.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>provided to an agency for implementation.</p> <p>Excludes final approved minutes of the Executive Council held by the Department of the Premier and Cabinet.</p> <p><b>Disposal action –</b></p> <p>8 years after business action completed.</p>	<p>Matters requiring approval by the Governor in Council are submitted in the form of a Minute which comprises a recommendation from the Executive Council to the Governor. When approved, the Minute becomes the official record of the decision taken.</p> <p>To accompany each Minute, the Department must provide an Explanatory Memorandum together with any other necessary documentation, for example, subordinate legislation or, in the case of an appointment, a Curriculum Vitae.</p> <p>Departments must ensure that, where necessary, any matters requiring prior Cabinet approval have received that approval before Executive Council Minutes are submitted to the Executive Council Secretariat.</p> <p>This record class does not include final approved minutes of the Executive Council which are to be retained in accordance with the <i>Department of the Premier and Cabinet Retention and Disposal Schedule</i> (QDAN681) or, where these original records have been returned to the agency, in line with reference 1093.</p> <p><b>Business requirements:</b></p> <p>The retention period has increased by 1 year in GRDS v.7 to 8 years after business action completed. This allows for 2 Parliamentary terms which became 4 years in Queensland in March 2016. Copies of the Minutes are provided to the agency so that the approved action can be implemented. DPC support the proposed retention period.</p> <p>After an approval, the original Minute cover, together with copies of supporting documents referred to in the Minute, are retained by the Executive Council Secretariat as a permanent record (4.5.3) under the <i>Department of the Premier and Cabinet Retention and Disposal Schedule</i> (QDAN681 v.1).</p>



**Activity****VISITS**

*Arranging visits to or by other organisations, important dignitaries, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the agency. Includes arranging visits by staff to other agencies, organisations, etc.*

See the [Office of a Minister of the Crown & Parliamentary Secretaries Retention and Disposal Schedule](#) (QDAN328) for records of visits held by Ministers or Assistant Ministers.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1095	<p><b>Visits – official major delegations</b></p> <p>Records relating to the coordination and arrangement of official visits made to and by important dignitaries or official major delegations to the agency.</p> <p>Significant visits may include, but are not limited to visits by:</p> <ul style="list-style-type: none"> <li>• Heads of State</li> <li>• Chief Executive Officer/President of a multinational company</li> <li>• International aid organisation delegations</li> <li>• Governor</li> <li>• Premier</li> <li>• Mayor</li> <li>• Councillors.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new class that has not previously been included in the GRDS. This record class is based on similar record classes used by other jurisdictions in their administrative schedules.</p> <p><b>Regulatory requirements:</b></p> <p>State Government agencies: <a href="#">Commonwealth “Guest of Government” visits and visits by other foreign dignitaries policy</a> issued by Protocol Queensland (part of the Department of the Premier and Cabinet).</p> <p><b>Business requirements:</b></p> <p>These records form part of the State’s history and contribute to knowledge and understanding of Queensland’s official relationship with other countries. They also provide a source of precedent when planning current or future visits.</p> <p>The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NT, SA and Tasmania. There is also precedence in 3 Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Permanent. Transfer to QSA after business action completed.	
1096	<p><b>Visits – other</b></p> <p>Records relating to the coordination and arrangement of visits made to and by the agency to other organisations and visits from members of the public and other organisations.</p> <p><b>Disposal action –</b></p> <p>3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to visits.</p> <p><b>Regulatory requirements:</b></p> <p><i>Limitation of Actions Act 1974</i></p> <p>State Government agencies: <a href="#"><u>Official visits by foreign diplomatic and consular representatives policy</u></a> issued by Protocol Queensland (part of the Department of the Premier and Cabinet)</p> <p><b>Business requirements:</b></p> <p>The retention period has been reduced from 7 years in GRDS v.7 to 3 years.</p> <p>This is a minimum retention period that ensures that the records are available for the 3 years allowed for under s.11 of the <i>Limitation of Actions Act 1974</i> for personal injuries and allows a sufficient period of time to refer back to these records, if required, for planning future visits.</p> <p>It is consistent with other classes within the GRDS including exhibitions-other (1059) and programs &amp; events-other (1086) as well as with the retention of similar records in NSW.</p>

Title	Scope Note
<b>FINANCIAL MANAGEMENT</b>	<i>Managing an agency's financial resources.</i>
<b>Activity</b>	
<b>ACCOUNTING</b>	
<i>Collecting, recording, classifying, summarising and analysing of information on financial transactions to provide the financial position of the agency.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1097	<p><b>Accounts – banking, loans and investments</b></p> <p>Records relating to the establishment and ongoing management of accounts for general banking, loans and investments.</p> <p>Includes records documenting the closure of the accounts.</p> <p><b>Disposal action –</b> 7 years after account closed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to bank accounts and loans and investments.</p> <p>Agencies are required to establish and operate bank accounts to manage operating funds received by the agency and to manage funds received from clients, investments and trusts etc.</p> <p><b>Regulatory requirements:</b> <i>Financial Transaction Reports Act 1988</i> (Cwlth)</p> <p><b>Business requirements:</b></p> <p>Under s.40(E)(a) of the <i>Financial Transaction Reports Act 1988</i> a financial institution needs to retain documents relating to the opening of an account for 7 years after the day on which the account is closed. This retention period ensures that the records are available while the bank account is still in operation in the event of a dispute and is held the same as an agency's financial institution.</p> <p>Queensland Treasury and Queensland Audit Office endorsed this retention period.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1098	<p><b>Financial records of Government Owned Corporations</b></p> <p>Financial records of Government Owned Corporations retained in accordance with s.286 of the <i>Corporations Act 2001</i> (Cwlth) that:</p> <ul style="list-style-type: none"> <li>• correctly document and explain the transactions, financial position and performance of the Government Owned Corporation</li> <li>• would enable true and fair financial statements to be prepared and audited.</li> </ul> <p><b>Disposal action –</b> 7 years after the transactions covered by the records are completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This record class has not changed.</p> <p><b>Regulatory requirements:</b> <i>Corporations Act 2001</i> (Cwlth) <i>Government Owned Corporations Act 1993</i></p> <p><b>Business requirements:</b> Corporations are required under s.286 of the <i>Corporations Act 2001</i> (Cwlth) to retain financial records for ‘7 years after the transactions covered by the records are completed’.</p> <p>To ensure consistency with the <i>Corporations Act 2001</i> (Cwlth), and to avoid confusion, the wording from the Act regarding the retention of records has been used rather than the usual “7 years after the financial year to which the records relate”.</p>
1099	<p><b>Asset and money management</b></p> <p>Records relating to the payment or receipt of money and the financial management of the agency’s assets.</p> <p>Includes records which document the agency’s</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This record class is a merger of multiple existing GRDS v.7 record classes relating to general asset and money management. Fundraising has also been added here as a new inclusion.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>financial and bank transactions as well as the management of trusts.</p> <p><b>Disposal action –</b></p> <p>7 years after the financial year to which the records relate.</p>	<p><b>Regulatory requirements:</b></p> <p>Australian Auditing Standard</p> <p><i>Charitable and Non-Project Gaming Act 1999</i></p> <p><i>Collections Act 1996</i></p> <p>Financial and Performance Management Standard 2009</p> <p><i>Income Tax Assessment Act 1936</i> (Cwlth)</p> <p><i>Limitation of Actions Act 1974</i></p> <p>Public Service Commission Gifts &amp; Benefits Directive (22/10)</p> <p><b>Business requirements:</b></p> <p>The Queensland Audit Office (QAO) relies heavily on these records when conducting a financial audit of an agency to ensure that true and fair financial statements have been prepared. QAO has advised that a 7 year retention period is acceptable to QAO for these purposes.</p> <p>The following legislative requirements have been previously identified as applying to financial records:</p> <ul style="list-style-type: none"> <li>• under s.10(1) of the <i>Limitation of Actions Act 1974</i>, litigation must be brought within 6 years of a breach of contract</li> <li>• under s.262A(4) of the <i>Income Tax Assessment Act 1936</i> (Cwlth), taxation records are required to be retained until the end of 5 years after those records were prepared or obtained, or the completion of the transactions or acts to which those records relate, whichever is the later</li> <li>• under s.77 of the <i>Charitable and Non-Profit Gaming Act 1999</i>, general gaming records must be kept for 5 years after the end of the game to which the records relate</li> <li>• schedule 2 of the <i>Taxation Administration Act 2001</i> defines the limitation period under this Act as 5 years.</li> </ul> <p>QAO has advised that the trigger remain as “after the financial year to which the records relate” is easier to calculate for financial records than one of ‘after business action completed’. For example, ‘after last action’ for a voucher that is paid in October, or relates to revenue received in October, may not be sufficient to cover use of the record by audit in May or that the record is evidence for the financial statements as at 30 June.</p>
1100	<b>Taxation</b>	<b>Date authorised:</b> September 2016

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to taxation matters of the agency.</p> <p>Excludes records of Government Owned Corporations.</p> <p><b>Disposal action –</b></p> <p>5 years after business action completed.</p>	<p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class has not changed.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fringe Benefits Tax Assessment Act 1986</i></p> <p><i>Income Tax Assessment Act 1936 (Cwlth)</i></p> <p><i>Payroll Tax Act 1971</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Under s.262A(4) of the <i>Income Tax Assessment Act 1936 (Cwlth)</i>, taxation records must be retained until ‘the end of 5 years after those records were prepared or obtained, or the completion of the transactions or acts to which those records relate, whichever is the later’.</p> <p>Under s.91 of the <i>Payroll Tax Act 1971</i>, an employer must keep a record of the fringe benefits paid or payable by the employer during the financial year until 5 years has elapsed after the employer lodges a final return or the employer elects under a regulation to include in returns actual value amounts for fringe benefits.</p>
1101	<p><b>Accountable forms</b></p> <p>Records relating to the management of accountable forms including vouchers, cheques, money forms, etc.</p> <p><b>Disposal action –</b></p> <p>3 years after the financial year to which the records relate.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of existing record classes relating to accountable forms.</p> <p>Note – This class now also incorporates any information maintained in an accountable forms register which should be retained for the same retention period.</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period has not changed from GRDS v.7.</p> <p>This retention period allow sufficient time for QAO to access to these records to conduct an audit as well as allowing sufficient time for referral back to the records in case of a discrepancy.</p>

**Activity****AUTHORISATION**

*Authorisation or permission to perform certain actions.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1105	<p><b>Statutory body financial approvals</b> Records relating to applications submitted by statutory bodies, including local governments, to the Treasurer for approval to exercise a power under the <i>Statutory Bodies Financial Arrangements Act 1982</i>.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016 A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This record class merges existing record classes relating to statutory body financial approvals. Under the <i>Statutory Bodies Financial Arrangements Act 1982</i>, a statutory body requires approval to conduct certain financial activities such as the operation of a bank account with an overdraft facility or the borrowing of money. Note – This class now also incorporates any information maintained in a statutory body approvals register which should be retained for the same retention period.</p> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i> <i>Statutory Bodies Financial Arrangements Act 1982</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. The retention period ensures that the records are available for reference in the event of any legal dispute involving the statutory body's authorisation to exercise a power under the Act.</p>



**Activity****BUDGETING**

*Managing the income and expenditure over a specified period.*

*Excludes state budget and fiscal management records held by Queensland Treasury.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1106	<p><b>Budget</b></p> <p>Records relating to the development and approval of the agency's operating budget. Includes estimates, requests and allocations prepared for external approval by the relevant Minister, governing department, Council or Committee.</p> <p>Also includes records relating to the allocation of funds, including restrictions and variations, to individual agency units following budget requests.</p> <p><b>Disposal action –</b> 7 years after the financial year to which the records relate.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to fund allocation and budget records. This was based on advice received from QAO that fund allocation records will be required for audit purposes.</p> <p>Details of State department budgets are captured in the relevant Ministerial Portfolio Statements as well as in the papers of the Parliamentary Estimates Committee. Annual budget allocation details for departments and their financially dependent statutory authorities are also reflected in annual appropriations legislation.</p> <p>Details of local government budgets are captured in the minutes of the Council which have a permanent retention under reference number 13.6.4 of the <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480).</p> <p><b>Regulatory requirements:</b></p> <p>Australian Accounting Standard AASB 1055 Budgetary Reporting</p> <p><b>Business requirements:</b></p> <p>Based on advice received from QAO, the retention of these records has increased from 5 to 7 years for consistency with asset and money management (1099).</p> <p>This retention ensures that these records are available for future budget planning and are available for taxation purposes.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1107	<p><b>Budget progress</b></p> <p>Records relating to the spending progress or revenue collection against allocations within the budget estimates.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is new record class for this activity.</p> <p>Some agencies will need to provide budget progress reports to show how they are spending their allocated budget and if they are staying on track, underspending or overspending.</p> <p>The budget progress may need to be provided monthly, quarterly or on an ad-hoc basis to management, especially if there are large amounts of money involved.</p> <p><b>Business requirements:</b></p> <p>Budget progress records will be used by agencies to produce annual financial reports. However, once these reports have been produced, agencies will have little need to refer back to them and 2 years should be sufficient for this.</p> <p>The retention period is consistent with the retention of similar records by NSW, NT, SA and Victoria.</p>

**Activity****FUNDS MANAGEMENT**

*Managing the funds of an agency in an efficient and economical manner. Includes investments and loans.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1110	<p><b>Trusts – establishment</b> Records relating to the establishment of trusts.</p> <p><b>Disposal action –</b> 7 years after the disbursement of all assets/funds.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Agencies may establish trust accounts to hold funds for short-term purposes. For example, the Residential Tenancies Authority has a trust to hold bond monies.</p> <p><b>Regulatory requirements:</b> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> This retention period has not changed from GRDS v.7 and it ensures all relevant records are available if required for audit purposes. The retention period ensures that the records are available if any dispute is lodged under s.27 of the <i>Limitation of Actions Act 1974</i> (where actions must be brought within 6 years).</p>
1112	<p><b>Loans, investments and trusts that do not proceed</b> Records relating to loans, investments and trusts that do not proceed.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. This record class, covering records for loans, investments and trusts that are proposed but do not proceed, was identified as a gap during GRDS consultation.</p> <p><b>Regulatory requirements:</b> <i>Financial Administration Act 2009</i> <i>Government Owned Corporations Act 1993</i> <i>Statutory Bodies Financial Arrangements Act 1982</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p><b>Business requirements:</b></p> <p>The retention period allows a sufficient length of reference time for agencies to maintain details of why a loan, investment or trust did not proceed.</p> <p>The retention period is also consistent with a similar record classes within the GRDS including agreements and contracts that do not proceed (1005) and projects that do not proceed (1265).</p>

**Activity****GRANT FUNDING AND SPONSORSHIPS**

*Managing the grants funding processes where the agency either receives or administers grants and sponsorships.*

*Excludes grants, subsidies or sponsorships that are the core business of your agency.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1113	<p><b><i>Grant funds, subsidies and sponsorships – successful</i></b></p> <p>Records relating to the receipt and distribution of grant funds, subsidies and sponsorships successfully received, or distributed, by the agency.</p> <p>Includes successful applications following an appeal or review of the original decision.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to grants which are administered or received by the agency. It also includes successful applications following an appeal or review of the original decision.</p> <p><b>Business requirements:</b></p> <p>This retention period has not changed from GRDS v.7 but the trigger has been changed to ‘after business action completed’ and it ensures all relevant records are available if required for audit purposes.</p> <p>All agencies are required to report on revenue in their financial statements, therefore these records are to be retained in line with the principle accounting records.</p>
1114	<p><b><i>Grant funds, subsidies and sponsorships – unsuccessful</i></b></p> <p>Records relating to unsuccessful applications for grant funding, subsidies or sponsorships submitted or to be received by the agency.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class merges existing record classes relating to unsuccessful applications for grants.</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	2 years after business action completed.	The retention period has not changed from GRDS v.7. This retention gives sufficient time for the agency to refer to these records during grant bids for the following year and also allows time for review and appeal processes to be initiated.

**Activity****PAYROLL***Managing wages and salaries of employees.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1251	<p><b>Payroll authorisations</b> Records relating to employee authorisations to deduct or amend wage and salary payments.</p> <p><b>Disposal action –</b> 7 years after authorisation superseded or cancelled.</p>	<p><b>Date authorised:</b> September 2016 A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Employees will have direct deductions taken out of their wage and salary payments to pay for such things as professional memberships or charities.</p> <p><b>Business requirements:</b> The retention period has increased from 5 years in GRDS v.7 to 7 years. The retention period is consistent with asset and money management (1099).</p>
1252	<p><b>Salary and wage records</b> Records that document the payment of salaries and wages to employees.</p> <p><b>Disposal action –</b> 6 years after the financial year to which the records relate.</p>	<p><b>Date authorised:</b> September 2016 A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Agencies are required to document payments made to their employees in order to ensure the correct amount, including superannuation payments, has been paid. Sections 366 and 367 of the <i>Industrial Relations Act 1999</i> states that an employer must keep a time and wages record for each employee. This includes for each employee:</p> <ul style="list-style-type: none"> <li>• hours worked each week including start and finish times</li> <li>• weekly, daily or hourly wage rates</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• gross and net wages paid</li> <li>• deductions</li> <li>• superannuation contributions</li> <li>• long service and sick leave entitlements</li> <li>• date commenced and ceased employment.</li> </ul> <p><b>Regulatory requirements:</b> <i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b> This retention period has been reduced from 7 years in GRDS v.7 to 6 years based on advice received from QAO. Under s.366(4) and 367(3) of the <i>Industrial Relations Act 1999</i>, employers must keep time and wages records for 6 years.</p> <p>The retention period allows a suitable period of time for attendance records to be audited and disputes arising from an employee's attendance resolved which are likely to occur within a relatively short period of the payment having been made.</p>
1253	<p><b>Salary and wage supporting documentation</b></p> <p>Records that support the payment of wages and salaries to employees.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Agencies generate a lot of supporting records when processing salary and wage payments.</p> <p><b>Regulatory requirements:</b> Privacy (Tax File Number) Rule 2015</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7.</p> <p>These records are only required for processing purposes as records that prove the payment of wages are covered by the record class above.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		Under the Privacy (Tax File Number) Rule 2015, a TFN recipient must take reasonable steps to securely destroy or permanently de-identify TFN information where it is no longer required by law to be retained or necessary for a purpose under taxation law, personal assistance law or superannuation law (including the administration of such law).

**Activity****REGISTRATION**

*The process of becoming registered to perform a function or activity.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1116	<p><b>Financial registration</b></p> <p>Records relating to the agency's compliance with financial registration requirements.</p> <p>Includes records relating to registration changes and de-registration.</p> <p><b>Disposal action –</b></p> <p>7 years after registration lapses or is superseded.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>Agencies undertaking commercial activities may need to gain financial registration. This may include gaining:</p> <ul style="list-style-type: none"> <li>• an ABN (Australian Business Number) enables businesses in Australia to deal with a range of government departments and agencies using a single identification number and is managed by the Australian Tax Office on behalf of the Commonwealth.</li> <li>• an ACN (Australian Company Number) is issued to a new company by the Australian Securities and Investments Commission upon registration and is used to ensure the adequate identification of companies when conducting business transactions.</li> <li>• DUNS is an internationally recognised business numbering system administered by Dun and Bradstreet.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Corporations Act 2001</i></p> <p><i>Income Tax Assessment Act 1936 (Cwlth)</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The retention period ensures that records of the registration of business numbers are available while the business number is current for auditing and other business administration purposes.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>When a business closes, taxation records must be retained for 5 years in accordance with the <i>Income Tax Assessment Act 1936</i> (Cwlth).</p> <p>Under s.542 of the <i>Corporations Act 2001</i>, a liquidator must keep company books for 5 years from the date of deregistration.</p> <p>The Australian Securities &amp; Investments Commission (ASIC) maintains a register of registered companies permanently. Records of applications for other business numbers will be retained by the relevant office of record (e.g. Australian Tax Office).</p>

**Activity****SUPERANNUATION FUND MANAGEMENT**

*Managing superannuation funds subject to regulation under the terms of the Superannuation Industry (Supervision) Act 1993 (Cwlth) where an agency has self-funded superannuation but this is not the core business of the agency.*

*Excludes designated super funds.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1117	<p><b><i>Superannuation fund establishment</i></b></p> <p>Records relating to the establishment of the superannuation fund.</p> <p><b>Disposal action –</b></p> <p>7 years after superannuation fund ceases.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>Some agencies manage their own superannuation funds which are subject to regulation under the terms of the <i>Superannuation Industry (Supervision) Act 1993 (Cwlth)</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Superannuation Industry (Supervision) Act 1993 (Cwlth)</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Under s.35B(4) of the <i>Superannuation Industry (Supervision) Act 1993</i>, each trustee must ensure that accounts and statements are to be kept for 5 years after the end of the year to which they relate to.</p>
1118	<p><b><i>Appointment of trustees</i></b></p> <p>Records relating to the appointment or changes to the appointment of trustees of the superannuation fund.</p> <p><b>Disposal action –</b></p> <p>10 years after appointment ceases.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Some agencies manage their own superannuation funds which are subject to regulation under the terms of the <i>Superannuation Industry (Supervision) Act 1993</i> (Cwlth).</p> <p><b>Regulatory requirements:</b>  <i>Superannuation Industry (Supervision) Act 1993</i> (Cwlth)</p> <p><b>Business requirements:</b>  Under s.103 of the <i>Superannuation Industry (Supervision) Act 1993</i>, the trustees must keep and retain for at least 10 years the minutes of all meetings of the trustees at which matters affecting the entity were considered. To ensure that agency knows where it can access these records, if the trustee is external, a 10 year retention period has also been adopted for trustee appointments.</p>
1119	<p><b><i>Superannuation committees</i></b>  Records of proceedings of superannuation trustee committees.</p> <p><b>Disposal action –</b>  10 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b>  This record class merges existing classes relating to superannuation trustee committees.</p> <p><b>Regulatory requirements:</b>  <i>Superannuation Industry (Supervision) Act 1993</i> (Cwlth)</p> <p><b>Business requirements:</b>  Under s.103 of the <i>Superannuation Industry (Supervision) Act 1993</i>, the trustees must keep and retain for at least 10 years the minutes of all meetings of the trustees at which matters affecting the entity were considered.</p>

**Activity****LEGACY FINANCIAL RECORDS**

*Covers legacy records created under the repealed Financial Management and Performance Standard 2009.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1108	<p><b><i>Destroyed financial information</i></b></p> <p>Records relating to the destruction of financial information in accordance with financial legislation and standards.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p>During whole-of-government consultation, some agencies indicated that they haven't destroyed them and are likely to still have these legacy records within their agencies.</p> <p><b>Background/business process:</b></p> <p>This record class has not changed from GRDS v.7.</p> <p><b>Regulatory requirements:</b></p> <p>Financial Management Standard 1997 (repealed)</p> <p><b>Business requirements:</b></p> <p>These records were created in accordance with s.57 of the Financial Management Standard 1997 (this was repealed on 1 July 2009 by the <i>Financial Accountability Act 2009</i>). A 7 year retention period was originally selected because it was sufficient to prove, during an audit of an agency or in the event of a discrepancy, that financial information was lawfully destroyed.</p> <p>This record class remains to enable agencies to sentence legacy records.</p>
1109	<p><b><i>Reproduced financial information</i></b></p> <p>Records relating to the reproduction of financial information in accordance with financial legislation and standards.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Financial Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p>During whole-of-government consultation, some agencies indicated that they haven't destroyed them and are likely to still have these legacy records within their agencies.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	3 years after business action completed.	<p><b>Background/business process:</b> This record class has not changed from GRDS v.7.</p> <p><b>Regulatory requirements:</b> Financial Management Standard 1997 (repealed)</p> <p><b>Business requirements:</b> These records were created in accordance with s.57 of the Financial Management Standard 1997 (this was repealed on 1 July 2009 by the <i>Financial Accountability Act 2009</i>). A 3 year retention period was originally selected because it was sufficient to enable these records to be referred back to if required.</p> <p>This record class remains to enable agencies to sentence legacy records.</p>

Title	Scope Note
<b>GOVERNING BODIES</b>	<p><i>Managing and administering governing bodies, such as boards, trusts, and councils that oversee or provide a framework for the direction and control of an agency.</i></p> <p><i>Excludes records relating to cross-border governing bodies, local government councils and the nomination and appointment of candidates to boards and statutory bodies managed by the Department of the Premier and Cabinet and/or Ministerial Offices.</i></p>
<b>Activity</b>	
<b>BOARD MANAGEMENT</b> <i>Managing the composition and operations of a governing body. Includes the nomination, appointment and separation of members and the determination of remuneration fees.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1279	<p><b><i>Governing body – appointments and separations (not managed by the Department of the Premier and Cabinet)</i></b></p> <p>Records relating to the appointment and separation of members to governing bodies, where this process is not managed by the Department of the Premier and Cabinet.</p> <p>Includes disclosures of pecuniary interests.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>During the GRDS whole-of-government consultation, we were informed that government owned corporations (GOCs) and some boards do not have their details included on the Register of Appointees to Queensland Government Bodies which is administered by the Department of the Premier and Cabinet (DPC).</p> <p>This class also includes appointments to Government Owned Corporations where this process is managed by the relevant local government.</p> <p><b>Regulatory requirements:</b></p> <p>The relevant legislation that the board has been established under.</p> <p><b>Business requirements:</b></p> <p>There is a community expectation that records which document nominations and appointments to such historically (and politically) significant positions as governing bodies will be available for ongoing reference. By permanently retaining appointments to other governing bodies (i.e. those not included on the Register of Appointees to Queensland Government Bodies), the community can also have faith in the accountability and transparency of the appointment process.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>This retention period is consistent with the retention of similar records in NSW and Victoria. It also complements the retention of related records by Ministerial offices (QDAN328) and the Department of the Premier and Cabinet (QDAN681).</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1120	<p><b>Governing body – appointments and separations (other)</b></p> <p>Records relating to all other appointment and separation of members to governing bodies including those where the Department of the Premier and Cabinet manages the appointments and separations process.</p> <p>Includes staff successfully elected to governing bodies and disclosures of pecuniary interests.</p> <p><b>Disposal action –</b></p> <p>80 years from date of birth or 7 years from date of separation, whichever is later.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Board members are to be appointed by the Governor in Council, by gazettal notice, on the recommendation of the Minister. An appointed member holds office for the term, of not more than 3 years, stated in the member's instrument of appointment.</p> <p>If an appointed member is reappointed, the total of the member's terms of office may not be longer than 6 years.</p> <p>The Governor in Council may remove a member from office if the member is absent from a number of consecutive meetings of the governing body without permission and without reasonable excuse; or the Minister is satisfied the member is performing the member's duties carelessly, incompetently or inefficiently; or is affected by bankruptcy action; or has a conviction, other than a spent conviction, for an indictable offence; or commits misconduct of a kind that could justify dismissal from the public service if the member were a public service officer.</p> <p>An appointed member may resign by signed notice given to the Minister.</p> <p>Any resignations, retirements etc. should be tabled at a governing body meeting.</p> <p><b>Regulatory requirements:</b></p> <p>Welcome aboard: a guide for members of Queensland government boards, committees and statutory authorities</p> <p>The relevant legislation that the board has been established under.</p> <p><b>Business requirements:</b></p> <p>This record class covers agency records of governing body appointments, where these records are captured permanently by both Ministerial Offices (QDAN328 v.6) and by the Department of the Premier and Cabinet (QDAN681 v.1).</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Given that the information is available elsewhere, a temporary retention period has been set. This is based on the existing retention of employee service history records (1233) and will ensure entitlements are protected and any work health and safety concerns regarding past and present Board members can be investigated. This is also consistent with the approach taken by other jurisdictions, in that no distinction is made between the appointment of a Board member and other agency employees.</p>
1121	<p><b>Fees and allowances</b> Records relating to the determination and approval of payment of members of governing bodies as remuneration for the performance of their duties.</p> <p><b>Disposal action –</b> 7 years after separation of member from governing body.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. There are eight standardised remuneration categories providing consistency, clarity and equity in the payment of daily fees and annual allowances for part-time chairs and members of government boards. The factors determining the category allocated to a particular government board are:</p> <ul style="list-style-type: none"> <li>• its major functions and influence</li> <li>• the impact of its activities and decisions on government, industry and the community.</li> </ul> <p>Departments are required to report spending on government boards. This process is undertaken at three levels:</p> <ul style="list-style-type: none"> <li>• annual report – total remuneration payments are to be disclosed in that body's annual report.</li> <li>• report to PSC – PSC maintains a database on the remuneration paid to members of government boards.</li> <li>• report to portfolio Minister – this is reviewed annually by Ministers.</li> </ul> <p>Generally, remuneration for chairs and members of government boards is approved by the authority prescribed in the legislation under which the body is constituted. For example, under s.84 <i>Biosecurity Act 2014</i>, "a director of an invasive animal board is entitled to be paid the fees and allowances approved by the Minister".</p> <p><b>Regulatory requirements:</b> Public Service Commission: Remuneration of part-time chairs and members of government boards, committees and statutory authorities: remuneration procedures</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The primary record of the fee amounts which can be paid by the Board should be clearly recorded in any Executive Council Minute. Given this, the retention period is sufficient to enable auditing of fees and allowances paid to Board members.</p> <p>There is also precedence in 2 existing Queensland core schedules.</p>
1266	<p><b>Unsuccessful nominations</b> Records relating to nominees that are not appointed to a governing body.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity.</p> <p><b>Regulatory requirements:</b> The relevant legislation that the Board has been established under.</p> <p><b>Business requirements:</b> This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It also allows agencies to show transparency of the decision making process when not appointing members to a governing body.</p> <p>It is consistent with the retention of similar records in Victoria.</p>
1278	<p><b>Staff elections</b> Records relating to the election of staff to governing bodies.</p> <p><b>Disposal action –</b> 1 year after declaration of election result.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity.</p> <p><b>Regulatory requirements:</b> The relevant legislation that the Board has been established under.</p> <p><b>Business requirements:</b> This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It also allows agencies to show transparency of the decision making process when not appointing members to a governing body.</p> <p>It is consistent with the retention of similar records in the existing <i>University Sector Retention and Disposal Schedule</i> (QDAN601).</p>

**Activity****STATUTORY POWERS**

*Activities involved in carrying out a statutory power vested in a governing body under relevant legislation.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1122	<p><b>Governing bodies – establishment, alteration and operation</b></p> <p>Records relating to the establishment, alteration, and operation of governing bodies. Includes formal instruments of authority establishing the governing body and records of meetings.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Governing bodies are responsible for the agency's long-term performance and business success. The governing body's leadership and decision-making sets the strategic direction for the agency so that it can meet its goals and objectives.</p> <p><b>Business requirements:</b></p> <p>The retention period is consistent with the retention of records relating to high-level committees with overall responsibility for making major policy and planning decisions (1014).</p> <p>Governing bodies set an agency's policy direction and direct how an agency's services are administered and delivered to the people of Queensland. The decisions made by these bodies can have far-reaching implications not only for the agency, but also for the wider Queensland government and community.</p> <p>It is consistent with the retention of similar records by all other jurisdictions and with precedence in 6 Queensland core schedules. This retention period was also supported during targeted consultation.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation and Structure of Government.</li> </ul>

Title	Scope Note
<b>INDUSTRIAL RELATIONS</b>	<i>Establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbiter and reports of industrial relations within the agency.</i>
<p><b>Background:</b></p> <p>A full analysis of Industrial Relations has not been done for this review.</p> <p>The following activities/record classes have moved:</p> <ul style="list-style-type: none"> <li>• Infringements to Legal Services</li> <li>• Meetings to Common Activities</li> <li>• Significant workplace agreements and awards to Common Activities (Agreements).</li> </ul>	
<b>Activity</b>	
<p><b>APPEALS</b></p> <p><i>The process of appealing against decisions by application to a higher authority on industrial relations issues.</i></p>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1123	<p><b><i>Appeals – significant</i></b></p> <p>Records relating to significant appeals made to an external industrial relations arbitration body e.g. the Industrial Relations Commission or the Industrial Court of Queensland against a decision or order where the outcome:</p> <ul style="list-style-type: none"> <li>• impacts on the provision of services to a large extent</li> </ul>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers appeals against a decision or order to an external industrial relations arbitration body, e.g. the Industrial Relations Commission or Industrial Relations Court of Queensland – where the outcome has a significant impact.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fair Work Act 2009 (Cwlth)</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b></p> <p>The establishment and negotiation of industrial relations workplace agreements and awards can have a major impact on an agency's operations and business activities. These records may have significance if an award sets a precedent for a particular sector or if the award results in</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>impacts on a particular sector or whole-of-government</li> <li>sets a precedent</li> <li>results in innovative or significant changes to working conditions.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>industrial action. The records present the agency's perspective of the negotiations and complement the records of the arbitration body.</p> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>3 – Enduring Rights and Entitlements</li> <li>4 – Significant Impact on Individuals.</li> </ul>
1124	<p><b>Appeals – other</b> Records relating to other appeals made to an external industrial relations arbitration body e.g. the Industrial Relations Commission or the Industrial Court of Queensland, against a decision or order.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers appeals against a decision or order to an external industrial relations body, e.g. the Industrial Relations Commission or the Industrial Court of Queensland – where the outcome does not have a significant impact.</p> <p><b>Regulatory requirements:</b> <i>Fair Work Act 2009 (Cwlth)</i> <i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b> This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to in the event that an appeal occurs.</p>

**Activity****CLAIMS**

*A legal demand or assertion by a claimant for compensation, payment or reimbursement for a loss under a contract or an injury due to negligence.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1125	<p><b>Pay and working conditions claims</b></p> <p>Records relating to claims for pay and working conditions involving the agency.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date last reviewed:</b> June 1997</p> <p>A full analysis of Industrial Relations has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken.</p> <p><b>Background/business process:</b></p> <p>This record class covers records relating to claims for pay and working conditions which involve the agency.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fair Work Act 2009 (Cwlth)</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b></p> <p>Agencies are required to document payments made to their employees in order to ensure the correct amount, including superannuation payments, has been paid. When disputes occur, records which relate to the dispute should be retained for a period of time to allow for all processes to be completed including potential appeals.</p> <p>This retention period ensures that the records are available for a sufficient period of time to be referred back to in the event that further action or investigation by the agency is required.</p>

**Activity****DISPUTES**

*The resolution of disputes relating to dissatisfaction about a work situation.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1126	<p><b>Industrial disputes – significant</b></p> <p>Records relating to industrial disputes of a significant nature including, but not limited to, those that:</p> <ul style="list-style-type: none"> <li>involve the agency as a key party to the negotiations or resolution of the dispute</li> <li>impact on the provision of services to a large extent</li> <li>impact on a particular sector or whole-of-government</li> <li>set a precedent</li> <li>result in innovative or significant changes to working conditions.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers records relating to industrial disputes of a significant nature.</p> <p><b>Regulatory requirements:</b> <i>Fair Work Act 2009</i> (Cwlth) <i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b> Industrial disputes that involve a large number of employees can have a significant impact on an agency's operations and business activities. Disputes may see a failure or refusal to perform work over a protracted period of time and may set a precedent or change work conditions across the public sector. Industrial disputes involving the public sector are likely to generate significant public interest and are therefore required to be retained permanently as evidence of the agency's role in prolonging or resolving the dispute.</p> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>3 – Enduring Rights and Entitlements</li> <li>4 – Significant Impact on Individuals.</li> </ul>
1127	<p><b>Industrial disputes – other</b></p>	<p><b>Date last reviewed:</b> June 1997</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to other industrial disputes.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>A full analysis of Industrial Relations has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken.</p> <p><b>Background/business process:</b> This record class covers records relating to other industrial disputes.</p> <p><b>Regulatory requirements:</b> <i>Fair Work Act 2009 (Cwlth)</i> <i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b> Industrial disputes can have an impact on an agency's operations and business activities. Disputes may see a failure or refusal to perform work over a protracted period of time and may set a precedent or change work conditions in the organisation. When disputes occur, records which relate to the dispute should be retained for a period of time to allow for all processes to be completed including potential appeals.</p> <p>This retention period ensures that the records are available for a sufficient period of time to be referred back to in the event that further action or investigation by the agency is required.</p>

**Activity****WORKPLACE AGREEMENTS AND AWARDS**

*The negotiation, approval, maintenance and review of industrial agreements and awards. Including activities associated with enterprise bargaining to establish and implement a workplace agreement.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1128	<p><b>Workplace agreements and awards – standard</b></p> <p>Records relating to the development and negotiation of industrial and workplace agreements and awards that do not generate substantial public interest and debate or set a precedent.</p> <p>Includes enterprise bargaining.</p> <p>Excludes significant workplace agreements and awards.</p> <p><b>Disposal action –</b></p> <p>10 years after expiry of agreement or award.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the establishment of industrial agreements and awards through the enterprise bargaining process that do not generate substantial public interest.</p> <p>The management of industrial agreements and awards is regulated by the <i>Industrial Relations Act 1999</i> and the <i>Fair Work Act 2009</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fair Work Act 2009</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b></p> <p>Keeping the agreements and awards and the records related to their negotiation for 10 years after expiry ensures that the agency has a source of reference for future management and planning purposes for industrial relations matters.</p>
1129	<p><b>No agreement</b></p> <p>Records relating to negotiations regarding conditions and awards which do not result in an agreement.</p> <p>Includes enterprise bargaining.</p> <p><b>Disposal action –</b></p> <p>5 years after negotiations cease.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers records generated during the industrial and workplace negotiation process where an agreement is not reached.</p> <p><b>Regulatory requirements:</b></p> <p><i>Fair Work Act 2009</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		The establishment and negotiation of industrial relations workplace agreements and awards can impact on an agency's operations and business activities. The retention period ensures the agency has a source of reference for the management and planning of future industrial agreements.

Title	Scope Note
<b>INFORMATION MANAGEMENT</b>	<i>Managing agency records and information, including publications. Excludes core business records of lead agencies in the information management domain, such as Queensland State Archives.</i>
<b>Activity</b>	
<b>CONTROL</b> <i>Creating, maintaining and evaluating control mechanisms for records and information. Includes recordkeeping and business systems as well as classification, indexing, registration etc.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1130	<p><b>Master control records –</b> Master control records that provide meaning, context and access to permanent value records.</p> <p>Includes data from agency recordkeeping applications and case file registers. Also includes events logged by business/software applications where these are the only source of recordkeeping metadata and they relate to information of permanent value.</p> <p><b>Disposal action –</b> Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revised record class from GRDS v.7. Previously in GRDS v.7, all master control records were retained permanently. This class has now been restricted to only include control records for permanent value records.</p> <p><b>Regulatory requirements:</b> AS ISO 15489 Records Management Information Standard 31: Retention and Disposal of Public Records Information Standard 34: Metadata Information Standard 40: Recordkeeping</p> <p><b>Permanent retention criteria:</b> <i>Other factors affecting the identification of permanent public records – although these records do not themselves meet any of the appraisal criteria for permanent retention, due to the fact they contribute to the authenticity, integrity and ongoing management of business information with a permanent value they have been identified for permanent retention.</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. Master control records support the integrity and authenticity of digital records, which is vital if they are to have ongoing evidential value. Additionally, master control records for permanent</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>value records enable researchers to see how the creating agency organised its records and provides valuable contextual information.</p> <p>The retention of these records is consistent with the retention of similar records by the ACT, NAA, NSW, NT, SA, Tasmania and Victoria.</p>
1282	<p><b>Master control records – temporary value records</b></p> <p>Master control records that provide meaning, context and access to temporary value records.</p> <p>Includes agency recordkeeping applications. Also includes events logged by business/software applications where these are the only source of recordkeeping metadata and they relate to information of temporary value.</p> <p>Excludes the transfer of permanent public records to Queensland State Archives and case file registers.</p> <p><b>Disposal action –</b></p> <p>For the life of the record.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class. It includes components of the previous GRDS v.7 classes for master control records for temporary public records.</p> <p>The existing GRDS v.7 position of permanently retaining all master control records pre-dates the use of electronic recordkeeping systems. Bound registers could not physically be separated and indexes could not be split due to QSA's position on not endorsing the culling of records.</p> <p>However, it is current QSA practice to only accept primary control records for transfer along with the records they control. Any requests to transfer primary controls for temporary value records is assessed on a case-by-case basis. The underlying appraisal rationale to this approach is that a record of all the records created/maintained by an agency and when or by what means they were disposed of (by transfer or destruction) does not necessarily warrant permanent retention as a State archive.</p> <p>Given that existing transfer practices do not reflect what is currently in the schedule, a new class for temporary control records has been included based on existing similar record classes in the State Records NSW administrative records schedule.</p> <p>Case file registers for temporary value records will be appraised as part of the review of an agency's core functions. This is because these registers may have additional statistical and research value for the people of Queensland.</p> <p><b>Regulatory requirements:</b></p> <p>AS ISO 15489 Records Management</p> <p>Information Standard 31: Retention and Disposal of Public Records</p> <p>Information Standard 34: Metadata</p> <p>Information Standard 40: Recordkeeping</p> <p><b>Business requirements:</b></p> <p>The retention period ensures that agencies are only keeping the master control record for temporary records for as long as the record exists. These records (except those sentenced</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		under transitory) have their disposal documented and this information is being retained for 50 years after the disposal of the record (1131).
1281	<p><b>Records transferred to Queensland State Archives</b></p> <p>Records relating to the transfer of permanent value records to Queensland State Archives.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Retain in agency.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>The main change is the addition of a note stating that 'these records are not required as permanent records by Queensland State Archives. However, they should be retained within an agency so that there is a record of exactly what was transferred and what records the agency continues to be responsible for'.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Records Act 2002</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Agencies have an ongoing operational need to retain documentation relating to the transfer of permanent value records to Queensland State Archives because of their responsibility for:</p> <ul style="list-style-type: none"> <li>• setting restricted access periods</li> <li>• where the records are closed, granting administrative access</li> <li>• granting permission to re-use material.</li> </ul> <p>The retention of these records is consistent with the retention of similar records by NSW, NT and SA.</p>
1131	<p><b>Record destruction documentation</b></p> <p>Records relating to the disposal of agency records through destruction.</p> <p><b>Disposal action –</b></p> <p>50 years after the disposal of the records to which they relate.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revision of an existing record class.</p> <p>Additionally, the record class has been expanded to include transfer of records ownership following the corporatisation, machinery-of-government change or privatisation of an agency, or part of an agency.</p> <p>Excludes primary control records relating to disposal.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Records Act 2002</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p><b>Business requirements:</b></p> <p>This retention period has been changed from ‘Retain permanently in the public authority’ to ‘50 years after the disposal of the records to which they relate’.</p> <p>Under the Queensland State Archives’ Appraisal Statement, all appraisal decisions should be considerate of resources and take into account the value of the records when assigning retention periods. For example, the volume of timesheets created across all government agencies is quite large but these records have a low value both to the agency that creates them and to the wider Queensland community – as a result these records are classed as temporary and are able to be destroyed after a minimum retention period has passed. Likewise, the control records for these records also have a limited need to be referred back to after the records have been destroyed.</p> <p>The retention of these records also ensures there is accountability and transparency around the disposal of government records and information. However, this is a finite requirement because, after 50 years have elapsed, there is limited community value in retaining records for the purpose of holding a government accountable for past actions. Much of this research and work is done while they are in office or after their recent removal.</p> <p>While longer than the NSW retention period of 20 years, a 50 year retention period allows sufficient time for an agency’s control records to be consulted after restrictions on Cabinet records (currently set at 30 years<sup>2</sup>) are lifted. It is possible that after the Cabinet records are opened for public access, additional research may be undertaken into the operations of an earlier Government.</p>
1132	<p><b>Recovery of lost records</b></p> <p>Records relating to the recovery of records and their return to official custody.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Under s.8 of the <i>Public Records Act 2002</i>, an arrangement between an agency and another person for the person to have custody of a record of the agency must include arrangements for the safe keeping, proper preservation and return of the record.</p> <p>Under s.49 of the <i>Public Records Act 2002</i>, if the archivist believes, on reasonable grounds, that a person is in unlawful possession of public records, may by written notice given, require the</p>

<sup>2</sup> This is due to reduce to 20 years for Cabinet records created after 2009.

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>person to give the records to the archivist or someone else stated in the notice within the reasonable time stated in the notice.</p> <p><b>Regulatory requirements:</b> <i>Public Records Act 2002</i></p> <p><b>Business requirements:</b> This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It also allows for the transparency of the decision making process when recovering records and returning them to official custody. The retention period is consistent with a similar record class in NSW as well as with other related GRDS record classes including agreements and contracts-not under seal (1004) and advice-other (1001).</p>
1133	<p><b>Secure mail processing</b> Records relating to the receipt and dispatch of classified and confidential agency mail.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. Agencies would on occasion send classified and confidential mail either internally or externally. This could include personal information for human resources or passports to organise travel visas.</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v. 7. This is a minimum retention period that ensures that the records are available for a sufficient period of time to be referred back to if required. It is consistent with the retention of similar records in the ACT and Commonwealth.</p>
1134	<p><b>Retention and disposal schedule development</b> Records relating to the development of retention and disposal schedules for agencies.</p> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revision of an existing record class. The development of retention and disposal schedules should be based on comprehensive and documented justifications. The appraisal log contains consolidated information on the legal requirements to create and retain records, any specific business requirements surrounding the management and use of the records, and details of any identified community expectations.</p> <p><b>Regulatory requirements:</b></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	2 years after schedule superseded.	<p><i>Public Records Act 2002</i></p> <p><b>Business requirements:</b></p> <p>This retention period has not changed from GRDS v.7.</p> <p>An agency will need to be able to reference the background behind the disposal decisions in a retention and disposal schedule for as long as the schedule is in place. It will also be required to inform the development of any subsequent amendments to this disposal authorisation.</p> <p>Additionally, if an agency ever does wish to access earlier appraisal information, a master set of retention and disposal schedules and associated appraisal logs are retained permanently by Queensland State Archives.</p>

**Activity****COPYRIGHT ADMINISTRATION**

*Management of the agency's copyright material. Includes the use of material where another person or agency owns the copyright.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1135	<p><b>Agency copyright</b> Records relating to agency ownership and/or management of copyright material including:</p> <ul style="list-style-type: none"> <li>ownership by the agency of Crown copyright</li> <li>copyright held by the agency for works created by an individual during the course of employment and how the right is to be exercised.</li> </ul> <p><b>Disposal action –</b> 6 years after expiry of copyright.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a merger of existing record classes relating to crown copyright ownership and copyright over individual works. As Crown copyright does not cover works produced by local government (and some statutory authorities/ government owned organisations), for clarity the existing description has been amended to include any copyright held by the agency. Crown copyright exists primarily to ensure that documents and materials produced for use in the conduct of government are circulated in an accurate and reliable form. Material is automatically protected by copyright in Australia under the <i>Copyright Act 1968</i> if:</p> <ul style="list-style-type: none"> <li>it is in one of the categories of things that are protected by copyright</li> <li>except for broadcasts, it is in 'material form'</li> <li>there is a sufficient connection with Australia (as a result of international treaties, this applies to material from almost all countries).</li> </ul> <p>There is no registration of copyright in Australia or in most other countries. You do not register copyright, or go through any formal process, before material is protected by copyright under Australian law. Note: Government departments have no independent legal status and cannot own property in their own right. Copyright is owned by the State Crown.</p> <p><b>Regulatory requirements:</b> <i>Copyright Act 1968</i></p> <p><b>Business requirements:</b> There has been no change to the retention of copyright over individual works although the retention of crown copyright has been reduced.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Under s134 (2) of the <i>Copyright Act 1968</i>, an action may not be brought more than 6 years have elapsed from the time when the act was done. Additionally, under s10 (1) of the <i>Limitation of Actions Act 1974</i> an action must be brought within 6 years of the breach.</p> <p>The retention period allows sufficient time for the agency to take any action required for a breach of copyright. Additionally, a disposal trigger of “after expiry of copyright” ensures that the records relating to agency ownership and/or management of copyright will be available for the duration of the copyright period. (N.B. The copyright period may vary between different copyrighted works).</p>
1136	<p><b>Copyright applications</b></p> <p>Records relating to the management of applications:</p> <ul style="list-style-type: none"> <li>made by the agency to reproduce material where another party holds the copyright</li> <li>received by the agency requesting permission to reproduce material where the agency owns the copyright.</li> </ul> <p>Includes applications made by, or to, the agency regarding the reproduction of portions of copyrighted software and the management of applications which are refused.</p> <p><b>Disposal action –</b></p> <p>6 years after permission expires or business action completed, whichever is the later.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of existing record classes relating to copyright requests and copyright usage. The scope of the record class has been expanded to include the reproduction of copyrighted software and the management of applications, which are refused.</p> <p>Copyright owners can assign or licence their rights. If a government assigns rights, someone else becomes the owner; if a government licences rights, it allows another person to use the copyright material.</p> <p>Assignments and licences can:</p> <ul style="list-style-type: none"> <li>apply to all the copyright owner’s rights, or to just one or some of the rights (e.g. print publishing but not online publishing)</li> <li>restrict approval to particular countries, a period of time, etc.</li> <li>include certain conditions, such as payment and attribution.</li> </ul> <p>Copyright licensing statements can be placed on websites or databases and datasets. One method of doing this is through Creative Commons licences, which provide a standardised way to give the public permission to share and use creative work.</p> <p>Software (e.g. desktop applications, mobile apps, web-based applications, etc.) is protected by copyright as a type of literary work.</p> <p>Where an agency wishes to reproduce material where another party holds the copyright, they must negotiate with each individual copyright owner except in the following circumstances:</p> <ul style="list-style-type: none"> <li>an agency falls under the Statutory Government Licence – established under section 183 of the <i>Copyright Act 1968</i>, this provides government departments and agencies (the</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Crown) with the freedom to use copyrighted material, provided the copying is done for the services of the Crown</p> <ul style="list-style-type: none"> <li>• an agency has signed a GovCopy Licence with Copyright Agency – tailored to accommodate the needs of government-related bodies that are not Crown bodies, or that copy outside the services of the Crown</li> <li>• it is a local government covered by the Copyright Access licence – provides councils with the ability to copy and share copyright material within certain limits.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Copyright Act 1968</i> (Cwlth)  <i>Copyright Regulation 1969</i>  Software Asset Management Policy – the State of Queensland will be the owner of all software licences</p> <p><b>Business requirements:</b>  The retention period has not changed from GRDS v.7.  Whole-of-government consultation supported retaining these copyrighted applications in a single 7 year record class, which is longer than the legislated minimum retention periods under s.25A of the <i>Copyright Regulation 1969</i>:</p> <ul style="list-style-type: none"> <li>• the prescribed retention period is 6 years from the day on which the declaration is made</li> <li>• the prescribed retention period ... in relation to a copy of the whole or a part of a work is a period of 4 years after the making of that copy.</li> </ul> <p>It is also consistent with the retention of similar classes in all other jurisdictions.</p> <p><b>Other comments/factors for consideration:</b>  Details of licence agreements should be entered onto the Queensland Government Intellectual property Register.</p>

**Activity****DATA ADMINISTRATION**

*Maintaining and using the data that is held in a system. Includes the management of data dictionaries, user rules, passwords and monitoring usage and response times.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1137	<p><b>Data quality and integrity validation</b></p> <p>Records relating to the validation of data quality and integrity, involving:</p> <ul style="list-style-type: none"> <li>• high level validations of data quality and integrity</li> <li>• data recovered through formal data recovery projects</li> <li>• data migrations (e.g. translating data from one format to another)</li> <li>• specialised digital preservation treatments.</li> </ul> <p>Excludes digital source records, which have been migrated.</p> <p>Also excludes routine data recovery processes (e.g. from a back-up tape or where information is restored by the end user) and the moving of data from one storage device</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>A need for a record class covering the high level validation of data quality and integrity was identified after the draft had been circulated for whole-of-government comment.</p> <p>Previously all migration records as temporary with a retention period of “Retain for 1 generation after migration”. Where an application contains permanent records, the consultation draft required all migration and preservation records to be retained permanently.</p> <p>QSA recognises that:</p> <ul style="list-style-type: none"> <li>• it is sufficient to keep high-level documentation of migration decisions and documentation surrounding the success of the data migration. Agencies need evidence showing what has occurred and when/why, etc.</li> <li>• it is not necessary to keep specific details on all aspects of the data migration project (these are covered by 1140).</li> </ul> <p><b>Business requirements:</b></p> <p>Being able to use system control records to demonstrate the integrity and authenticity of digital records is vital if they are to have ongoing evidential value. Because digital information can be copied or altered so easily, it is important to be able to demonstrate the authenticity of data.</p> <p>Retaining these validation records for “the life of the related records” ensures that, where permanent records have been subject to data recovery processes, data migrations or digital preservation treatments, validation records will remain available to support the ongoing management of these records when they transfer to archival custody.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>to another (e.g. hierarchical storage management).</p> <p><b>Disposal action –</b></p> <p>For the life of the record.</p>	<p>Where the validation documentation relates to temporary records, these records will be available to demonstrate the integrity of the records for as long as they exist and they can be disposed of at the same time as the temporary records themselves.</p> <p><b>Permanent retention criteria:</b></p> <p>If any application documentation is accepted for inclusion it will fall under the category of:</p> <p><i>Other factors affecting the identification of permanent public records</i> – because these records do not themselves meet any of the appraisal criteria for permanent retention, they will be accepted if they add to the authenticity, integrity and ongoing management of permanent digital records.</p>
1138	<p><b>Control mechanisms</b></p> <p>Records relating to the development and maintenance of application control mechanisms.</p> <p><b>Disposal action –</b></p> <p>2 years after application is closed, discontinued or superseded (through upgrade or major modification).</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class relating to application development records.</p> <p>Control mechanisms assist agencies to ensure that:</p> <ul style="list-style-type: none"> <li>• authentication requirements, including online transactions and services, are assessed against the Queensland Government Authentication Framework</li> <li>• policies and/or procedures for user registration, authentication management, access rights and privileges are defined, documented and implemented for all ICT assets</li> <li>• control measures are implemented to detect and regularly log, monitor and review information systems and network access and use, including all significant security relevant events.</li> </ul> <p>It is also important to ensure that different copies or versions of files, files held in different formats or locations, and information that is cross-referenced between files are all subject to version control.</p> <p><b>Business requirements:</b></p> <p>Because digital information can be copied or altered so easily, it is important to be able to demonstrate the integrity and authenticity of digital records if they are to have ongoing evidential value.</p> <p>Following on from the concerns raised by agencies, it has been decided that these records should be kept for the life of the system and until either successful migration to a new system, destruction or transfer to QSA.</p> <p>Given that the length of the trigger has significantly increased (from the previous position of “after mechanism expires or is superseded”), the retention period has been reduced to 2 years</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>as this should be sufficient for any issues identified during the migration or transfer process to be addressed.</p> <p>The retention period is not consistent with any other jurisdictions but it meets the needs of Queensland agencies and the Digital Archives team.</p>
1139	<p><b>System migration</b></p> <p>Records relating to the process of migration of records between electronic systems including via:</p> <ul style="list-style-type: none"> <li>• manual data entry</li> <li>• moving disk files from one folder (or computer) to another</li> <li>• database insert queries</li> <li>• developing custom software</li> <li>• media refreshment – one storage advice to another.</li> </ul> <p>Excludes digital source records, which have been migrated.</p> <p><b>Disposal action –</b></p> <p>1 year after data is either migrated again or destroyed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class relating to application development records.</p> <p>Data migration is the process of importing data to a new system. This can involve entering the data manually, moving disk files from one folder (or computer) to another, database insert queries, developing custom software, or other methods. The specific method used for any particular system depends entirely on the systems involved and the nature and state of the data that is migrated.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Following consultation, the disposal trigger has been amended for clarity.</p> <p>It is consistent with the retention of similar records by the ACT, Commonwealth and Victoria.</p> <p>There is also precedence in an existing Queensland core schedule.</p>
1140	<p><b>Data administration -other</b></p> <p>Records relating to the ongoing administration of data within business/software applications. Includes low level data migration records and the</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>While this class is based on 2 existing data logging record classes in GRDS v.7, namely records relating to the maintenance of data integrity and data logging records for online and internet resources that provides information or advice which may have possible legal significance, it has been substantially updated to such an extent that it is now considered to be a new class.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>general monitoring of data integrity.</p> <p>Excludes digital source records, which have been migrated and high level validations of data quality and integrity.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p>Data should be managed to ensure its integrity (that is, making sure it continues to be accessible and is consistently organised as intended) and security (making sure only those with access privileges can access the data).</p> <p>This class now also includes low level data migration – this is the process of importing data to a new system. This can involve entering the data manually, moving disk files from one folder (or computer) to another, database insert queries, developing custom software, or other methods.</p> <p><b>Business requirements:</b></p> <p>The retention period ensures that records relating to general data administration will remain available for a sufficient length of time to enable any audits or investigations involving these records to occur.</p> <p>Low level data migration records previously had to be retained for “1 generation after migration” and this has been reduced to 7 years which is easier for agencies to implement. The retention period for these records is consistent with the existing retention of data logging records with possible legal significance and is consistent with the retention of similar records by the ACT, Commonwealth, NSW, Tasmania and Victoria.</p>



**Activity****INFORMATION PRIVACY & ACCESS**

*Management of requests and applications to access agency information in accordance with the Right to Information Act 2009 and Information Privacy Act 2009.*

*Excludes core business records of the Office of the Information Commissioner.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1267	<p><b>Privacy &amp; Right to Information applications</b></p> <p>Records relating to the management of Right to Information and Information Privacy access and amendment applications.</p> <p>Includes applications that are reviewed internally and/or externally.</p> <p>Also includes unauthorised or inappropriate disposal of records containing personal information.</p> <p>Also includes applications received and processed as well as those not dealt with because the applications:</p> <ul style="list-style-type: none"> <li>• have been transferred to another agency</li> <li>• are refused by the agency (i.e. there has been a previous application for the same documents, it</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of 6 existing GRDS v.7 record classes relating to right to information applications which have been reviewed.</p> <p>Under the <i>Right to Information (RTI) Act 2009</i> or <i>Information Privacy (IP) Act 2009</i>, an applicant has a right to submit applications for access to, and amendment of, information held by an agency. An agency is required to assess these applications or these can be transferred to another agency, where the original agency knows that the second agency has some or all of the documents applied for. Application transfers must occur within 10 days and be consented to be the agency receiving the transfer.</p> <p>If an applicant is dissatisfied by a decision they then have a right of internal review, followed by external review (some applicants will elect to apply for external review only). An internal review enables the applicant to submit new arguments and evidence for consideration and for an agency or Minister to either better explain their reasons for refusal to an applicant, or to make a new decision. Review decisions should be provided to the applicant within 20 business days.</p> <p>An applicant can also apply for an external review of an agency decision by the Information Commissioner. These reviews can include:</p> <ul style="list-style-type: none"> <li>• a decision that an access or amendment application is outside the scope of the Act</li> <li>• a decision that an access or amendment application does not comply with all relevant application requirements - where an application is non-compliant, agencies have 15 business days to advise the applicant of this. They then need to allow a 'reasonable' time period for the applicant to make their application compliant.</li> <li>• a decision to disclose a document contrary to the views of a relevant third party - a decision refusing to deal with an access or amendment application This can be on the</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>would be a substantial and unreasonable diversion of agency resources or because the documents are available for access elsewhere)</p> <ul style="list-style-type: none"> <li>• are non-compliant</li> <li>• are withdrawn.</li> </ul> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>grounds that there has been a previous application for the same documents, it would result in a substantial and unreasonable diversion of resources or the document can be reasonably accessed in another way.</p> <ul style="list-style-type: none"> <li>• a decision refusing access to a document or refusing amendment of a document - under s.41 of the <i>Information Privacy Act 2009</i> an individual has a right to amend inaccurate, incomplete, out of date or misleading documents of an agency/Minister where it relates to the individual's personal information.</li> </ul> <p>This class also includes where an individual makes a privacy complaint under the <i>Information Privacy Act 2009</i>. After a complaint is received, an agency has at least 45 business days to respond. If the agency provides a prompt response and the individual is dissatisfied with the response, the Act requires that the individual still wait out the full 45 business days before the complaint can be sent to the Office of the Information Commissioner.</p> <p>Section 7 of the <i>Right to Information Act 2009</i> and section 8 of the <i>Information Privacy Act 2009</i> state that "this Act does not affect the provisions of other Acts regulating the disposal of information (however described)". These sections explicitly refer to section 13 of the <i>Public Records Act 2002</i> concerning the disposal of public records. The original records referred to as part of privacy and right to information applications are still subject to the minimum retention period outlined in an approved retention and disposal schedule.</p> <p><b>Regulatory requirements:</b> <i>Information Privacy Act 2009</i> <i>Right to Information Act 2009</i></p> <p><b>Business requirements:</b> The Office of the Information Commissioner recommended that, to ensure consistency and reduce administrative burden, all of RTI and privacy records should be retained for 7 years. The retention period is also consistent with other GRDS record classes where the records are perceived as having potential legal significance. The primary record for external RTI reviews is held by the Office of the Information Commissioner (these are retained for a minimum of 10 years, although significant reviews are retained permanently).</p>
1318	<b><i>Privacy &amp; Right to Information applications – documents requested</i></b>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Original documents subject to an application for access under Right to Information or Information Privacy legislation.</p> <p><b>Disposal action –</b></p> <p>7 years after all appeal processes have been finalised</p> <p>AND</p> <p>For the minimum retention period authorised in a retention and disposal schedule for the original documents.</p> <p>These sentences are to run concurrently.</p>	<p>This is a revision of an existing GRDS v.7 record class relating to original documents requested for Right to Information applications. Under section 7 of the <i>Right to Information Act 2009</i> and section 8 of the <i>Information Privacy Act 2009</i> state that “this Act does not affect the provisions of other Acts regulating the disposal of information (however described)”. These sections explicitly refer to section 13 of the <i>Public Records Act 2002</i> concerning the disposal of public records. As such, the original documents requested as part of Right to Information or Information Privacy applications are still subject to the minimum retention period outlined in an approved retention and disposal schedule. In some instances, the minimum retention period for these original documents is less than 7 years and this could have an impact on right of review or appeal for decisions on Right to Information or Information Privacy applications.</p> <p><b>Regulatory requirements:</b></p> <p><i>Information Privacy Act 2009</i></p> <p><i>Right to Information Act 2009</i></p> <p><b>Business requirements:</b></p> <p>The retention period from GRDS v.7 has increased from 5 years to 7 years. The Office of Information Commission (OIC) recommended that, to ensure consistency and reduce administrative burden, all RTI and privacy records should be retained for 7 years.</p> <p>The retention period is also consistent with other GRDS record classes where the records are perceived as having potential legal significance.</p> <p>To assist with any review or appeal processes associated with Right to Information or Information Privacy applications, the original documents requested as part of the application must be retained for 7 years after completion of the request. This retention period is to run concurrently with the minimum retention period for the requested original documents as outlined in an authorised retention and disposal schedule.</p>
1154	<p><b>Administrative release of information</b></p> <p>Records relating to information released under an administrative access scheme. Includes disclosure logs of information previously applied for and/or released under a</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>‘Administrative access’ refers to the release of information by means other than a formal access application under the RTI or IP Acts. Also includes the release of information through open data sets.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>formal Right to Information application.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>Administrative access schemes are generally reactive (responding to requests for information when received) but also include proactive schemes for disseminating information in advance of requests, such as in publication schemes and libraries.</p> <p>Administrative access:</p> <ul style="list-style-type: none"> <li>• puts information into the community faster and at lower cost</li> <li>• reduces agency time and resources spent processing individual information requests</li> <li>• demonstrates a commitment to openness, accountability and transparency, which in turn may increase confidence in government.</li> </ul> <p>Administrative release is a discretionary process but the framework for release is based on the same philosophy underpinning the RTI and IP Acts. Administrative access schemes are often designed to give individuals' access to their own personal information, except where legislation prevents such release, or the information contains the personal information of another person, which would require the agency to consider the disclosure rules contained in the privacy principles.</p> <p>Where it is decided that information cannot be released administratively, the person requesting it should be advised that they can apply for access under the RTI or IP Acts.</p> <p><b>Regulatory requirements:</b> <i>Information Privacy Act 2009</i> <i>Right to Information Act 2009</i></p> <p><b>Business requirements:</b> The retention period is based on the fact that these requests are for routinely available documents available from the agency and is in line with the retention period for low level complaints (1074). The retention period is also consistent with all other jurisdictions.</p>

**Activity****PRESERVATION**

*Preserving, protecting, maintaining, restoring and enhancing records and information resources.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1141	<p><b>Specialised preservation – permanent value records</b></p> <p>Records relating to conservation treatments and preservation actions that in some way intrinsically change the records, e.g. major repairs, restoration, salvage treatments following an incident or disaster, treatment for pest or mould infestations etc., undertaken on records that have ongoing and permanent value as State archives.</p> <p>Includes conservation treatments provided by consultants.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to Queensland State Archives when records are transferred.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a reworded record class relating to conservation records from GRDS v.7. While the wording of the retention period has been clarified, the retention period itself has not changed.</p> <p>Under s.8(1) of the <i>Public Records Act 2002</i>, an agency is responsible for ensuring the safe custody and preservation of records in its possession.</p> <p>The physical or chemical treatment of individual objects is categorised as ‘interventive’ conservation. The aim of this work is to stabilise fragile and damaged objects without compromising their historical, aesthetic or cultural integrity. This allows previously inaccessible collections to become available for exhibition and research purposes. When necessary, objects also undergo treatment to ensure their stability during digitisation.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Records Act 2002</i></p> <p><b>Business requirements:</b></p> <p>The retention period has been clarified but the disposal action itself has not changed.</p> <p>Retaining records on specialised preservation treatment of permanent value records ensures that there will be available documentation to support the ongoing preservation management of these permanent records when they transfer to archival custody.</p> <p>The retention period is consistent with the retention of similar records by NSW and SA.</p> <p><b>Permanent retention criteria:</b></p> <p><i>Other factors affecting the identification of permanent public records</i> – these records do not themselves meet any of the appraisal criteria for permanent retention, but they are accepted because they support the ongoing management of permanent records.</p>
1142	<p><b>Specialised preservation – temporary value records</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to conservation treatments and preservation actions that in some way intrinsically change the records, e.g. major repairs, salvage treatments following an incident or disaster, treatment for pest or mould infestations etc., undertaken on temporary records that do not warrant ongoing retention as permanent State archives. Includes conservation treatments provided by consultants.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p>This is a revised and reworded record class from GRDS v.7 relating to routine preservation activities undertaken on agency records. Previously all preservation treatments undertaken on temporary records were retained in a single record class which also included routine preservation activities.</p> <p>Under s.8(1) of the <i>Public Records Act 2002</i>, an agency is responsible for ensuring the safe custody and preservation of records in its possession.</p> <p><b>Regulatory requirements:</b> <i>Public Records Act 2002</i></p> <p><b>Business requirements:</b> The retention period has increased from ‘until reference use ceases’ in GRDS v.7 to 5 years. Agencies may need to conduct specialised preservation on temporary records especially if there has been a mould infestation which can be treated without applying for disposal of damaged records.</p> <p>It is consistent with the retention of similar records by the ACT, Commonwealth and NSW.</p>
1143	<p><b>Ongoing preservation measures</b></p> <p>Records relating to ongoing preventative preservation measures for the protection of temporary and permanent records.</p> <p>Includes the monitoring of lights, temperature and humidity as well as pest control in storage areas and packaging, etc.</p> <p>Excludes system migration and records of preservation</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity.</p> <p><b>Regulatory requirements:</b> <i>Public Records Act 2002</i></p> <p><b>Business requirements:</b> The retention period is based on the retention of similar records by NSW.</p> <p>Under the <i>Public Records Act 2002</i>, agencies are responsible for ensuring the safe custody and preservation of their records. Where records have to be retained for a long period of time, regular monitoring of the storage environment is required to ensure records remain available and readable for as long as they are required. Fluctuations and changes are measured to allow suitable adjustments to the environment to be made as required. This retention period allows for monitoring of seasonal changes and the identification of trends over time.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	treatments on individual items or series of items. <b>Disposal action –</b> 5 years after business action completed.	It is consistent with the retention of records relating to preservative conservation activities for cultural collections (including library collections) in 1063.

**Activity****PUBLICATION**

*Drafting, producing, marketing and distributing agency publications. Includes external publications and leaflets, which aim to promote services and public image and internal publications, which are not produced for public relations reasons. Also includes multi-media publications, CD ROMs, DVDs and online information services.*

NOTE: Agency publications may also be subject to legal deposit requirements under the *Libraries Act 1988* and the *Copyright Act 1968*.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1147	<p><b>Agency publications – significant</b></p> <p>Master copies of all significant agency publications.</p> <p>Significant publications may include those that:</p> <ul style="list-style-type: none"> <li>define the functions of government relating to the government's jurisdiction and power</li> <li>have whole of government implications</li> <li>generate/involve substantial community or public interest, debate or controversy</li> <li>have social, economic, environmental, cultural, scientific, research or technical significance to the broader community</li> <li>mark major anniversaries or</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and reworded record class from GRDS v.7 relating to master copies of external publications.</p> <p>Under s.68 of the <i>Libraries Act 1988</i>, a person who publishes in Queensland to the general public material to which this part applies must, at the person's own expense, give a copy of the material to the board, and to the librarian of the Parliamentary library, within 1 month after publication.</p> <p>Under s.201 of the <i>Copyright Act 1968</i>, the publisher of any library material that is published in Australia and in which copyright subsists under this Act shall, within 1 month after the publication, cause a copy of the material to be delivered at his or own expense to the National Library.</p> <p><b>Regulatory requirements:</b></p> <p><i>Copyright Act 1968</i> <i>Libraries Act 1988</i></p> <p><b>Business requirements:</b></p> <p>The retention period has changed from just the legal deposit requirements in GRDS v.7 to Permanent.</p> <p>Publications produced by government agencies are also public records and need to be sentenced as such. All public records should be appraised on their merits, regardless of whether they have been published or not, and it is for this reason that legal deposit requirements are now only referred to in the activity scope note. Given the criteria for determining significant agency publications, there will be substantial and ongoing community interest in these records.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>opening of new landmark structures and/or buildings.</p> <p>Includes final version of agency annual report.</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>The retention period is consistent with the retention of similar records by Tasmania and with the ACT (although this jurisdiction is keeping all publications permanently).</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory.</li> </ul>
1148	<p><b>Agency publications – other</b></p> <p>Master copies of all other agency publications, including agency contributions to external publications.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class which merges classes from GRDS v.7 relating to master copies of internal agency publications and agency contributions to external publications.</p> <p>Agencies regularly contribute articles to magazines, newspapers, websites etc. as part of their communications strategy. Articles can range from general community awareness, announcements of the release of new standards and peer-reviewed articles on scientific research.</p> <p><b>Business requirements:</b></p> <p>The existing GRDS v.7 record classes have been merged because there is no legislative need for contributions to external publications to be retained for an additional 5 years.</p> <p>The retention period allows sufficient time for an agency to refer back to earlier agency publications, if required, and to inform the development of any subsequent publications.</p> <p>The retention period is a minimum and agencies still have the flexibility to retain these records for longer if there is a business need to do so.</p>
1149	<p><b>Production process</b></p> <p>Records relating to the production processes undertaken to prepare materials and drafts for publication.</p> <p>Includes photo consent forms.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and reworded record class from GRDS v.7 relating to design arrangements for publications.</p> <p>The scope of the record class has been expanded to include the different types of records which may be created for paper-based publications, electronic publications, films and videos.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<b>Disposal action –</b> 3 years after business action completed.	<b>Regulatory requirements:</b> DPC – Annual report requirements for Queensland Government agencies for the 2013-2014 reporting period <b>Business requirements:</b> The retention period has been reduced from 5 years in GRDS v.7 to 3 years. The retention period allows sufficient reference time if any questions arise regarding the production process or to assist with the production of future publications. It is consistent with the retention of similar records by ACT, Commonwealth, NT and Victoria.

**Activity****SECURITY**

*Measures taken to protect information resources from accidental or intentional damage or from unauthorised access.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1155	<p><b>Security arrangements – handling and storage</b></p> <p>Records relating to security arrangements for handling and storing records and information including:</p> <ul style="list-style-type: none"> <li>the use of safes and security equipment</li> <li>courier and mail handling</li> <li>offsite storage arrangements.</li> </ul> <p><b>Disposal action –</b></p> <p>5 years after arrangements superseded or business action completed, whichever is later.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and reworded record class from GRDS v.7 relating to records on information security.</p> <p>Principle 6 of <i>Information Security 18</i> (IS.18) covers access management. Information security includes:</p> <ul style="list-style-type: none"> <li><u>National security information</u> Associated with Australia's security, defence, international relations, and national interest. The national security classifications are confidential, secret and top secret.</li> <li><u>Non-national security information</u> Agencies should establish and maintain a security classified information register (SCIR) to record the security classification of information assets. Information asset security classification controls include unclassified, commercial-in-confidence or sensitive, protected and highly protected.</li> </ul> <p><u>Mail security screening</u></p> <p>Mail screening involves passing mail items through multi-energy x-ray security inspection equipment to detect harmful materials. It may also involve visual assessment of screened items to identify suspicious articles. Screening is safe for magnetic tape and high-speed film up to ISO 1600 (33 DIN).</p> <p><u>Records storage areas</u></p> <p>Records require controlled conditions for environmental, disaster and security reasons.</p> <p><b>Regulatory requirements:</b></p> <p>IS.18 – Information Security</p> <p>Queensland Government information security controls standard</p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period has not changed from GRDS v.7.</p> <p>The retention period allows sufficient time to refer back to these records if any questions arise regarding the handling or storing of records and to inform the development of any subsequent security arrangements.</p> <p>The retention period is also consistent with the retention of similar records by ACT, Commonwealth, NSW, NT, Victoria and WA.</p>

Title	Scope Note
<b>LEGAL SERVICES</b>	<p><i>Legal services provided to the agency. Includes the provision of legal advice (from in-house legal teams and external council), the management of intellectual property, the drawing up of legal agreements and legislation, and the handling of legal action, claims and disputes, as well as the provision of compensation.</i></p> <p><i>Excludes the records held by Crown Law and the Courts.</i></p>
<b>Activity</b>	
<b>INFRINGEMENTS</b> <i>Handling breaches of rules. Includes driving or traffic, intellectual property and industrial relations infringements.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1163	<p><b><i>Infringements – legislation and statutory regulations</i></b></p> <p>Records relating to infringements or breaches of legislation and statutory regulations by the agency, excluding vehicle infringements.</p> <p>Includes infringements of industrial relations and intellectual property legislation.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class is a merger of record classes from GRDS v.7 relating to industrial relations infringements and copyright infringements. This record class will also cover other records relating to other infringements against legislation.</p> <p><u>Industrial Relations</u></p> <p>Inspectors can issue infringement notices to improve compliance with the relevant Act. Infringement notices are sometimes called on-the-spot fines and can be issued for certain offences against the <i>Industrial Relations Act 1999</i>.</p> <p>Issuing an infringement notice has an immediate punitive effect. Infringement notices are used if the impact of the offence on employees is high or the offence affects the inspector's ability to recover wages. More serious offences with wilful or repetitive behaviour and large sums of money or over a long period of employment may also get an infringement notice.</p> <p>A person issued with an infringement notice may choose to have it heard in the Industrial Magistrates Court.</p> <p><u>Intellectual Property</u></p> <p>Copyright is infringed when a person uses all, or a 'substantial part', of copyright material in one of the ways exclusively controlled by the copyright owner without the express or implied permission of the copyright owner. A 'substantial part' is any important, distinctive or essential</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>part of the original material, not necessarily a large part. There are no guidelines about the quantity of material, or percentage of a work, which may be used without permission, since each case depends on its own facts.</p> <p>The agency may be entitled to demand any of the following:</p> <ul style="list-style-type: none"> <li>• that the infringement stops (an injunction)</li> <li>• that infringing copies of the material be delivered to the agency, or disposed of as directed</li> <li>• that any master copies or plates used to make infringing copies be delivered to the agency, disposed of as directed</li> <li>• that either the agency gets paid for the use of the work or be given the profits the infringer has made from it.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Child Employment Act 2006</i></p> <p><i>Circuit Layouts Act 1989</i></p> <p><i>Copyright Act 1968</i></p> <p><i>Designs Act 2003</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><i>Patents Act 1990</i></p> <p><i>Plant Breeder's Rights Act 1994</i></p> <p><i>Trade Marks Act 1995</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>This retention period allows sufficient time for the following legal actions to be commenced:</p> <ul style="list-style-type: none"> <li>• under s.134 <i>Copyright Act 1968</i>, an action must not be brought for an infringement of copyright more than 6 years have elapsed from the time when the act was done</li> <li>• under s.71(4) <i>Designs Act 2003</i>, infringement proceedings must be started within 6 years from the day on which the alleged infringement occurred</li> <li>• under s.120(4) <i>Patents Act 1990</i>, infringement proceedings must be started within 3 years from the day on which the relevant patent is granted; or 6 years from the day on which the infringing act was done, whichever period ends later</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>under s.28 <i>Circuit Layouts Act 1989</i>, an action shall not be brought for an infringement of (eligible layout) EL after the end of 6 years after the day when the infringement took place</li> <li>under s.25 (2) <i>Child Employment Act 2006</i>, a prosecution for an offence against this Act must be commenced within the later of 1 year after the offence is committed; or 6 months after the commission of the offence comes to the complainant's knowledge, but within 2 years after the commission of the offence.</li> </ul> <p>It is also consistent with the retention of similar records by the ACT, Commonwealth, Victoria and WA and with an existing Queensland core schedule.</p> <p><b>Other comments/factors for consideration:</b></p> <p>Queensland Treasury &amp; Trade also acts as an agent in the collection and distribution of unpaid infringement fines and court ordered monetary amounts for various external parties including local government bodies, universities and individuals.</p>
1164	<p><b>Vehicle infringements</b></p> <p>Records relating to infringements of parking/traffic regulations involving vehicles used by the agency.</p> <p><b>Disposal action -</b></p> <p>1 year after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 relating to vehicle infringements.</p> <p>Drivers are to be personally responsible for all penalties incurred whilst driving a vehicle including those for parking infringements. When advice of infringements is received, agencies are required to notify the relevant traffic authority of the names of the offending driver or, if appropriate, make arrangements for payment of fines.</p> <p><b>Regulatory Requirements:</b></p> <p>Public Service Commission – Use of government owned motor vehicles and parking of private vehicles on official premises</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>This retention period is sufficient to enable the agency to pay/challenge the infringement and to provide follow-up with employees. It is also consistent with the retention of similar records by the ACT, Commonwealth and SA.</p>

**Activity****INTELLECTUAL PROPERTY**

*Managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of design, patents, trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Right to Information legislation.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1165	<p><b>Patents, trademarks and designs</b></p> <p>Records relating to the management of patents, trademarks and designs that are administered by the agency.</p> <p><b>Disposal action –</b> 7 years after intellectual property expires.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity.</p> <p><u>Patents</u> A patent is a right that is granted for any device, substance, method or process that is new, inventive and useful. A patent is legally enforceable and gives the owner exclusive rights to commercially exploit the invention for the life of the patent. An Australian standard patent lasts for up to 20 years. An innovation patent lasts for up to 8 years. To maintain a patent you must:</p> <ul style="list-style-type: none"> <li>• pay annual renewal fees – these vary according to the type of patent you own</li> <li>• notify IP Australia if you wish to amend the patent to show details of a change of address, change of ownership or licensing arrangements</li> <li>• protect the patent against infringement and take action if you find it has been copied or used without your permission.</li> </ul> <p><u>Trademarks</u> A trademark is used to distinguish the goods and services of one trader from those of another. A trademark is a right that is granted for a letter, number, word, phrase, sound, smell, shape, logo, picture and/or aspect of packaging. A registered trademark is legally enforceable and gives you exclusive rights to commercially use, licence or sell it for the goods and services that it is registered under. A trademark can have an infinite life representing significant business value. Initial registration of a trademark is for 10 years.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>To maintain a trademark you must:</p> <ul style="list-style-type: none"> <li>• renew every 10 years – there are fees for renewing a trademark</li> <li>• show your customers the ® symbol next to your trademark whenever it is used</li> <li>• if a registered trademark is unused for 3 years it can be removed from the register</li> <li>• notify IP Australia of any changes to address or other details.</li> </ul> <p><u>Designs</u></p> <p>A design refers to the features of shape, configuration, pattern or ornamentation which gives a product a unique appearance and must be new and distinctive. Design registration is intended to protect designs which have an industrial or commercial use. A registered design gives the owner exclusive rights to commercially use it, license or sell it.</p> <p>Registration initially protects your design for 5 years from the date your design was first filed with IP Australia. The design registration can be renewed for a further 5 years to a maximum of 10 years. If you do not renew your registration, it will cease.</p> <p>To maintain a design you must:</p> <ul style="list-style-type: none"> <li>• renew after 5 years</li> <li>• notify IP Australia of change of name or address.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Designs Act 2003</i></p> <p><i>Patents Act 1990</i></p> <p><i>Trade Marks Act 1995</i></p> <p><b>Business requirements:</b></p> <p>Records of patents, trademarks and designs document inventions and innovations which an agency has viewed as significant enough to protect under Intellectual Property laws. Additionally, trademarks and designs capture the images used by an agency to distinguish itself or its services. A trademark can have an infinite life – and represent significant business value – as well as having ongoing interest to the community.</p> <p>The master set of published patents, trademarks and designs are kept permanently by IP Australia. The retention period is consistent with agreements and contracts-not under seal (1004).</p> <p>The retention period is also consistent with the retention of similar records by WA.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1167	<p><b><i>Intellectual property administration</i></b></p> <p>Records relating to the administration of intellectual property by the agency, including royalties.</p> <p>Includes unsuccessful or abandoned attempts to establish intellectual property rights.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p><u>Patent applications</u></p> <p>Under the <i>Designs Act 2003</i>, you can only take action to enforce your registered design rights if a certificate of examination has been issued.</p> <p>Patent applications require a request for an examination to be made within 5 years of the original filing.</p> <p>Examination of your registered design may result in a finding that it is not new and distinctive and you will be issued with an adverse report. This report will provide you with reasons why your registration, in its present form, does not meet the requirements of the Act. After an adverse examination report has been issued, applicants have 21 months in which to gain acceptance of your application or it will lapse.</p> <p><u>Royalties</u></p> <p>Royalties are the payments associated with licences. These are paid to the owner of the IP by the person licensed to commercialise the IP.</p> <p>Usually royalties are expressed as a percentage of the product's sale price. However, many factors influence a royalty rate. These include:</p> <ul style="list-style-type: none"> <li>• industry type, as different industries have different benchmarks for what are appropriate rates</li> <li>• state of IP development, as the closer the resulting product or service is to a market-ready state, the higher the royalty that can be secured</li> <li>• relative bargaining positions of the licensor and the licensee.</li> </ul> <p>Typically, royalty payments are made quarterly or six-monthly. Annual payments are unusual.</p> <p><b>Regulatory requirements:</b></p> <p><i>Designs Act 2003</i> <i>Patents Act 1990</i> <i>Trade Marks Act 1995</i></p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period allows sufficient time for the assessment of patent applications and ensures that these records will be retained for the same length of time as any related contracts. These records will also be available for reference should any queries arise relating to royalty payments (asset and money management (1099)).</p> <p>It is also consistent with the retention of similar records by ACT, Commonwealth, NT, SA and WA.</p>

**Activity****LEGAL ADVICE**

*The offering of legal opinions by or to the agency. Includes receiving advice from internal or external legal service providers, including Crown Law.*

NOTE: For legal advice relating to matters for which the agency maintains a case file, e.g. compensation claims, retain as for the related case file.

Disposal Authorisation	Description of record and retention period	Justification for retention period
1160	<p><b>Legal advice – significant</b></p> <p>Records relating to legal advice provided on matters which are of significance to the agency and/or to the wider community.</p> <p>Includes matters which go to appeal.</p> <p>Significant legal advice may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• whole-of-government implications, including: <ul style="list-style-type: none"> <li>○ set precedents either on a point of law or because of its potential significance for decision-making</li> <li>○ require significant changes to an agency's policies or operations</li> <li>○ require a significant level of coordination or cooperation</li> </ul> </li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a merger of multiple existing GRDS v.7 record classes relating to legal advice.</p> <p>Crown Law provide expertise in the following areas:</p> <ul style="list-style-type: none"> <li>• commercial law</li> <li>• constitutional law</li> <li>• government insurance</li> <li>• litigation and dispute resolution</li> <li>• public law.</li> </ul> <p>Crown Law has worked on some of the most significant projects in Queensland, which include Clem 7 tunnel project, Torres Strait regional seas claim, whole-of-government contractual agreements with Microsoft, advice on development of the <i>Integrity Act 2009</i> and electoral challenge to the seat of Chatsworth.</p> <p>External law firms may be contracted for services that provide expertise on a particular area of law that internal or Crown Law do not have expertise in.</p> <p><b>Regulatory requirements:</b></p> <p>Australian Solicitors Conduct Rules <i>Legal Profession Act 2007</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The management of significant legal advice directly impacts on individuals and, depending on the advice, on the wider Queensland community. Given the criteria for determining significant advice, there will be substantial and ongoing community interest in these records.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>between different agencies</p> <ul style="list-style-type: none"> <li>○ exercising of Parliamentary, Ministerial, Cabinet/Executive and Judiciary powers</li> <li>○ adversely impacting another agency or contradicting a position taken by the State in another matter</li> <li>• the size of the claim made by or against the State</li> <li>• matters heard in the High Court</li> <li>• involve matters or identify parties that raise legal, political or policy issues, which are sensitive for the State</li> <li>• exercise of discretionary powers of statutory office holders including the Governor-General, Attorney-General or Solicitor-General</li> <li>• whether the matter involves, relates to, or</li> </ul>	<p>The retention period is consistent with all other jurisdictions and there is precedence in 7 existing Queensland core schedules.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation and Structure of Government</li> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 4 – Significant Impact on Individuals</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Other comments/factors for consideration:</b></p> <p>Under the <i>Australian Solicitors Conduct Rules 2012</i>, a solicitor must provide clear and timely advice to assist a client to understand relevant legal issues and to make informed choices about action to be taken during the course of a matter, consistent with the terms of the engagement.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>gives rise to issues concerning:</p> <ul style="list-style-type: none"> <li>○ inter-governmental or intra-governmental issues or disputes</li> <li>○ the Constitution of Australia or the Constitution of Queensland</li> <li>○ Human rights</li> <li>○ Native Title and land use, management or tenure</li> <li>○ establishing, managing and protecting Crown assets</li> <li>○ cultural heritage</li> <li>○ attracts or is likely to attract major public interest or controversy.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1161	<p><b><i>Legal advice – matters involving minors</i></b></p> <p>Records relating to legal advice provided on potential</p>	<p><b>Date authorised:</b> September 2016  <b>Background/business process:</b>  This is a new record class for this activity.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>claims or proceedings involving minors.</p> <p>Excludes legal advice involving minors which is significant.</p> <p><b>Disposal action –</b></p> <p>When child reaches 27 years of age.</p>	<p>There are different requirements under legislation about dealing with minors:</p> <ul style="list-style-type: none"> <li>• children under 10 cannot be charged for criminal offences.</li> <li>• a minor can be charged with a criminal offence after the age of 10 but, if they are under 14, they cannot be found guilty unless it can be proven that they knew what they did was wrong.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Child Protection Act 1999</i></p> <p><b>Business requirements:</b></p> <p>The retention period is based on the existing <i>Crown Law retention and disposal schedule</i> (QDAN677).</p> <p>Under s.29 of the <i>Limitation of Actions Act 1974</i>, the statute of limitations does not come into effect until a minor turns 18 years of age. Additionally, Crown Law has advised that claims presented by minors are most likely to occur within three to six years of an incident.</p> <p>Therefore the retention period of “When child reaches 27 years of age” ensures that the records will be retained for the six years (allowed for under existing claim periods) and an additional 3 years in line with Queensland’s approach to being a model litigant.</p>
1162	<p><b>Legal advice – other</b></p> <p>Records relating to all other legal advice.</p> <p><b>Disposal action –</b></p> <p>10 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges all record classes from GRDS v. 7 covering legal advice that is not considered major or significant.</p> <p>Legal advice that isn’t of a significant nature could include reviewing contracts and agreements of low value or penalty infringement notices.</p> <p><b>Regulatory requirements:</b></p> <p>Australian Solicitors Conduct Rules</p> <p><i>Legal Profession Act 2007</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7 and is consistent with legal advice-other in the <i>Crown Law retention and disposal schedule</i> (QDAN677).</p> <p>The retention period is consistent with the retention of similar records by WA. There is precedence in 3 existing Queensland core schedules.</p>

**Activity****LEGISLATIVE DRAFTING**

*Drafting new or the amendment of legislation such as Acts, Regulations, Rules, By-laws etc.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1168	<p><b>Legislative drafting</b></p> <p>Records relating to the drafting of new legislation and amendments to existing legislation administered by the agency.</p> <p>Includes the drafting of regulations and of legislative proposals which do not proceed.</p> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class which merges record classes from GRSD v.7 relating to legislation.</p> <p>The Queensland Legislation Handbook plays a major role in identifying the principles, processes and practices on which the achievement of legislation of the highest standard is based. All those concerned in the development of Queensland legislation have a primary duty to ensure that it is of the highest standard.</p> <p><b>Regulatory requirements:</b></p> <p><i>Legislative Standards Act 1992</i></p> <p>The Queensland Legislation Handbook: governing Queensland</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Legislation, properly authorised and made, is the most powerful way to protect, create or change the rights of citizens and to enforce, create or change their obligations. It is also the most powerful way to underpin the achievement of government policy. As such, these records are of ongoing value to the people of Queensland.</p> <p>It is consistent with the retention of similar records by all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation and Structure of Government</li> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements.</li> </ul> <p><b>Other comments/factors for consideration:</b></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		There are no statutory or other arrangements requiring Office of the Queensland Parliamentary Counsel (QQPC) to warn departments of the forthcoming automatic commencement of any Act or provision of an Act. Nor are there arrangements for warning of the forthcoming expiry of any Act. QQPC is required to give advice about the forthcoming expiry of subordinate legislation but only in the context of staged automatic expiry under the <i>Statutory Instruments Act 1992</i> .

**Activity****LITIGATION & PROSECUTIONS**

*Managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunals. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1169	<p><b>Matters – significant</b></p> <p>Records relating to issues, claims or case matters which are of significance to the agency and/or to the wider community.</p> <p>Includes matters which go to appeal.</p> <p>Significant matters may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• whole-of-government implications, including: <ul style="list-style-type: none"> <li>○ set precedents either on a point of law or because of its potential significance for decision-making</li> <li>○ require significant changes to an agency's policies or operations</li> <li>○ require a significant level of coordination or cooperation</li> </ul> </li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class based on the litigation record class in GRDS v.7.</p> <p><b>Regulatory requirements:</b></p> <p>Cabinet direction – Significant litigation directions: The Attorney-General will determine whether a litigation matter is significant and should therefore be referred to Cabinet. If the Attorney-General considers a matter should be referred to Cabinet, he/she will seek the Premier's approval prior to advising the agency of this decision.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The management of significant litigation and prosecution matters directly impacts on individuals as well as on the wider Queensland community. Given the criteria for determining significant matters, there will be substantial and ongoing community interest in these records. Additionally, precedent is very important in legal cases and these records form a body of information for future cases.</p> <p>The retention period is consistent with the retention of similar records by all other Australian jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 3 – Enduring Rights and Entitlements.</li> </ul> <p><b>Other comments/factors for consideration:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>between different agencies</li> <li>○ exercising of Parliamentary, Ministerial, Cabinet/Executive and Judiciary powers</li> <li>○ adversely impacting another agency or contradicting a position taken by the State in another matter</li> <li>• the size of the claim made by or against the State</li> <li>• matters are heard in the High Court</li> <li>• involve matters or identify parties that raise legal, political or policy issues which are sensitive for the State</li> <li>• exercise of discretionary powers of statutory office holders including the Governor-General, Attorney-General or Solicitor-General</li> <li>• whether the matter involves, relates to, or</li> </ul>	<p>The Office of the Director Public Prosecutions (ODPP) is to prosecute criminal matters in the Magistrates (limited), District, Supreme and Mental Health Courts, the Court of Appeal and the High Court of Australia.</p> <p>Examples of documentation, which may be required in a litigation brief are:</p> <ul style="list-style-type: none"> <li>• court documents</li> <li>• medical reports for plaintiff/defendant</li> <li>• reports of economic loss/discovery</li> <li>• material obtained by writs</li> <li>• statements by witnesses</li> <li>• surveillance reports</li> <li>• other experts' reports</li> <li>• relevant extracts from QPS files if appropriate</li> <li>• relevant extracts from client department files</li> <li>• relevant correspondence including emails and notes from relevant telephone conversations</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>gives rise to issues concerning:</p> <ul style="list-style-type: none"> <li>○ inter-governmental or intra-governmental issues or disputes</li> <li>○ the Constitution of Australia or the Constitution of Queensland</li> <li>○ Human rights</li> <li>○ Native title and land use, management or tenure</li> <li>○ establishing, managing and protecting Crown assets</li> <li>○ cultural heritage</li> <li>○ attracts or is likely to attract major public interest or controversy.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	
1170	<p><b><i>Matters – involving minors</i></b> Records relating to issues, claims or case matters involving minors where the matter is not significant.</p>	<p><b>Date authorised:</b> September 2016 <b>Background/business process:</b> This is a new record class for this activity.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Excludes matters involving minors, which is significant.</p> <p><b>Disposal action –</b> When child reaches 27 years of age.</p>	<p>Some of the offences that may involve minors include traffic infringements, shoplifting, disorderly behaviour and less serious offences involving burglary, assault, fraud and drugs.</p> <p><b>Regulatory requirements:</b> <i>Youth Justice Act 1992</i></p> <p><b>Business requirements:</b> The retention period is based on the retention of legal advice that relates to minors (1161). Under the <i>Limitation of Actions Act 1974</i>, the statute of limitations does not come into effect until a minor turns 18 years of age. Additionally, Crown Law has advised that claims presented by minors are most likely to occur within three to six years of an incident. Therefore the retention period of “When child reaches 27 years of age” ensures that the records will be retained for the six years (allowed for under existing claim periods) and an additional 3 years in line with Queensland’s approach to being a model litigant. Additionally, matters which are brought before the Children’s Courts (QDAN705) are retained for:</p> <ul style="list-style-type: none"> <li>• civil cases (District &amp; Magistrates) – permanently</li> <li>• criminal cases (Magistrates) – 12 years after the last court event</li> <li>• criminal cases (District) – permanently.</li> </ul>
1171	<p><b>Matters – other</b> Records relating to all other issues, claims or case matters. Includes matters which go to appeal.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revised record class from GRDS v.7 relating to other litigation matters. An assessment of whether or not a matter is or could become significant litigation is to be made on a case by case basis.</p> <p><b>Regulatory requirements:</b> Cabinet direction – Model litigation principles</p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. The retention period provides a sufficient period of time for these records to be referred back to if required. Litigants have 28 days from the date that judgment is given to commence an appeal. If you are outside of the 28 day time period you need to apply for extension of time in which the Court of Appeal will consider whether or not you have a reasonable explanation for the delay.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1172	<p><b><i>Discovery orders, summons, subpoenas and warrants</i></b></p> <p>Records relating to the management of discovery orders, summons, subpoenas and warrants where the agency is not a party to the litigation.</p> <p><b>Disposal action –</b> 3 years after business action completed.</p>	<p>The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NT, Tasmania and WA.</p> <p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and reworded record class from GRDS v.7 relating to agency management of discovery orders and subpoenas.</p> <p>Occasionally, agencies need to comply with requirements imposed by courts to produce or disclose documents needed for legal proceedings, including proceedings in which the State is not a party. These requirements usually arise following the issue and service of a summons, subpoena or discovery order in a proceeding, or by way of an obligation or court order.</p> <p>A summons is a notification that a legal proceeding against the party has commenced and requires them to appear in court or respond in writing.</p> <p>A subpoena is a court order requiring the giving of evidence, or the production to the court of documents, or both. If served with a subpoena, an agency is obliged to either comply with it or apply to the court which issued the subpoena to set it aside. If the subpoena requires only the production of documents or a thing, the agency can comply by delivering the documents or thing to the court which issued the subpoena within the time stated on the subpoena.</p> <p>Discovery is the process where parties to a legal proceeding identify and disclose to each other documents that are relevant to the issues in the proceeding. In some courts, a discovery order may be made against a person or a body who is not a party to the proceeding. Substantial obligations may be imposed upon agencies to whom an order for discovery is directed. Both processes require the agency to whom an order is directed to make a reasonable search for relevant documents, including documents held in a digital form, in their control.</p> <p>A warrant is a document issued by a legal or government official authorising the police or another body to make an arrest, search premises, or carry out some other action relating to the administration of justice.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>Requirements imposed by courts to produce or disclosure documents needed for legal proceedings will come with set timeframes and the 3 year retention period is a sufficient period of time for these orders to be complied with and for records to be referred back to if required.</p> <p>It is consistent with the retention of similar records by the ACT and Commonwealth.</p>

Title	Scope Note
<b>PROPERTY MANAGEMENT</b>	<p><i>Managing buildings, structures and land owned or leased by an agency (e.g. offices, schools, parks, heritage properties, land set aside for proposed building work, etc.).</i></p> <p><i>Includes acquiring, constructing, maintaining, and disposing of property as well as the removal of pollutants and hazardous materials or waste. Also includes office relocations.</i></p> <p><i>Excludes:</i></p> <ul style="list-style-type: none"> <li><i>the management of government owned infrastructure (e.g. roads, ports, airports, bridges, etc.)</i></li> <li><i>compliance inspections conducted by an agency as part of its statutory responsibilities (e.g. structural inspections)</i></li> <li><i>the operation of swimming pools</i></li> <li><i>activities undertaken by an agency as part of its core statutory responsibilities (e.g. heritage conservation by the Department of Environment and Heritage Protection).</i></li> </ul>

**Activity****BUILDING AND LAND MANAGEMENT**

*Managing agency buildings, structures and land. Includes planning, acquiring, conserving/restoring, constructing, maintaining, inspecting and disposing of agency property.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1188	<p><b><i>Contaminated agency property – restoration</i></b></p> <p>Records relating to the restoration of contaminated agency property in accordance with the <i>Environmental Protection Act 1994</i>.</p> <p>Includes contamination by both pollutants and waste.</p> <p><b>Disposal action –</b> Permanent.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity. It is based on a record class previously developed and incorporated into the <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480).</p> <p>A contaminant can be a gas, liquid or solid, or an odour, or an organism (whether alive or dead), including a virus, or energy, including noise, heat, radioactivity and electromagnetic radiation or a combination of contaminants.</p> <p><b>Regulatory requirements:</b> <i>Environmental Protection Act 1994</i></p> <p><b>Business requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Transfer to QSA after business action completed.	<p>It is important that records about contaminated property, and its restoration, are retained to contribute to the existing knowledge of a place and to assist in its continued preservation. Additionally, some contaminants do not break down and require ongoing management to ensure that they do not seep into the surrounding land or nearby waterways. These records could also be very important in understanding any impacts on the health of people and wildlife</p> <p>The retention period is consistent with all other jurisdictions with similar records.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristic from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 6 – Environmental Management and Change.</li> </ul>
1189	<p><b>Agency property management – significant</b></p> <p>Records relating to the management of significant agency property.</p> <p>Includes the acquisition, design, construction, commissioning, conservation, renovation, fit-out, inspection and disposal of significant property as well as heritage property policies and management plans.</p> <p>Also includes:</p> <ul style="list-style-type: none"> <li>• agency property developments which meet the criteria for</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>The criteria for determining the significance of agency property has been expanded upon from GRDS v. 7. This expanded criteria has been based on criteria previously developed and incorporated into the <i>Local Government Sector Retention and Disposal Schedule</i> (QDAN480). In addition to this, the class has also been expanded to cover the activities of fit outs, inspections, conservation management plans, heritage property policies and reporting based on similar record classes in other jurisdictions.</p> <p>Section 35 of the <i>Queensland Heritage Act 1992</i> lists eight criteria for identifying cultural heritage places in Queensland. Cultural heritage significance of a place includes the aesthetic, architectural, historical, scientific, social or other significance to the present, past or future generations. Any place that satisfies one or more of the criteria has cultural heritage significance, however, the level of significance must also be determined to recognise places that meet the thresholds of places of local or State significance.</p> <p>A brief summary of the different activities covered by this record class is provided below<sup>3</sup>:</p> <p><u>Acquisition</u></p> <p>Prior to purchase agencies must:</p>

<sup>3</sup> N.B. Some of the requirements mentioned in the below text apply only to State Government agencies.



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>significance but which do not proceed</p> <ul style="list-style-type: none"> <li>buildings which were once heritage listed but are later removed from the register.</li> </ul> <p>Excludes records of routine maintenance which does not impact on the heritage value.</p> <p>Significant buildings, structures and land may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>recognised heritage value, e.g. included on the local government heritage list, Heritage Register under the <i>Queensland Heritage Act 1992</i>, National Trust list, Australian Heritage Council list under the <i>Australian Heritage Council Act 2003</i>, or with UNESCO on the World Heritage List</li> </ul>	<ul style="list-style-type: none"> <li>identify the service need that will be met by acquiring the site and how the provision of this service from this site links with the broader community and other government services</li> <li>consult the Government Land Register (GLR) to determine if suitable properties are available from the listing of essential, surplus and underperforming government properties</li> <li>obtain a current market valuation by qualified valuers.</li> </ul> <p><u>Conservation</u></p> <p>The <a href="#">Burra Charter</a><sup>4</sup> has been adopted by the Queensland Heritage Council as the best practice for managing Queensland's heritage places. The Burra Charter sets out the basic principles and procedures to be observed in the conservation of important heritage places and is used by owners, custodians and managers to guide decisions and work undertaken at heritage places. Property conservation includes the development of a conservation management plan.</p> <p><u>Construction</u></p> <p>Building upgrades (e.g. renovations, refurbishments, alterations, extensions or improvements) are defined as government building projects and are governed by the Capital Works Management Framework. Upgrades aim to optimise the utility, amenity and functionality of a building and increase its useful life to meet future service delivery requirements. Prior to undertaking a building upgrade, agencies must develop evaluation criteria to assess the site for suitability for the intended purpose.</p> <p><u>Disposal</u></p> <p>Disposing of surplus property, in accordance with an asset disposal plan, ensures that they do not become a maintenance and/or financial burden. It may also free up funds required for capital works, influence decision-making and support the forward estimates and budget processes by enabling reinvestment of disposal revenue.</p>

<sup>4</sup> The Burra Charter was developed by the Australian chapter of the International Council on Monuments and Sites, a non-government professional organisation whose mission is to lead cultural heritage conservation in Australia by raising standards, encouraging debate and generating innovative ideas.

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• construction aroused controversy, e.g. public protests on a large scale and/or extensive media attention</li> <li>• environmental value, e.g. unique eco-friendly construction techniques</li> <li>• innovative value, e.g. the structure used or pioneered non-standard construction materials and methods</li> <li>• cultural value, e.g. the structure has strong or special association with the community or has high aesthetic attributes valued by the community</li> <li>• Aboriginal and Torres Strait Islander importance</li> <li>• receipt of an architectural or design award.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p>For state government, when determining whether property should be disposed of, the agency undertakes periodic reviews to assess how well buildings are performing to meet service delivery requirements and if there are buildings that are surplus to existing or future service delivery needs.</p> <p>Buildings identified as surplus to requirements are generally recorded for disposal in a departmental asset register and included on the Government Land Register (for a minimum period of 30 calendar days) to facilitate interagency transfer. In accordance with the requirements of the Government Employee Housing Management Framework, departments, which own government employee housing must record their vacant properties in the Government Employee Housing Website Portal.</p> <p>Disposal Policy 3: PMC Review of Certain Surplus Property Dealings outlines a number of special circumstance categories for properties in category one which include where the property has possible native title implications; where the property has significant environmental, heritage or social values and in south east Queensland where the property has koala habitat values; where the property has regional or state-wide dimensions associated with it; and where the determination of most appropriate use for the property requires resolution of significant competing land use issues; category two probity issues; and category three economic issues for properties with a market value over \$2 million. Prior to the disposal of properties in these categories, agencies should consult with the Property Management Committee (PMC) via the Secretariat provided by the Department of State Development, Infrastructure and Planning.</p> <p>When a heritage building is surplus to the needs of an agency, the existence of a conservation management plan should help to determine the most appropriate course of action to follow. If the current situation is not covered by the conservation management plan, specific advice should be sought from a heritage consultant or consideration should be given to updating the plan.</p> <p><u>Fit outs</u></p> <p>Under the <i>Sustainable Planning Act 2009</i>, the Integrated Development Assessment System (IDAS) requires agencies to obtain approval when proposing to alter a property entered on the Queensland Heritage Register or local government registers. State government authorities are</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>also required to follow a number of design strategies when changing the design of an office fit out<sup>5</sup>.</p> <p><u>Inspection</u></p> <p>As a minimum, for maintenance and security purposes all Queensland Government buildings are to be assessed by site inspection at least every 3 years, depending on the nature of the facility. All buildings that have been adversely impacted by a natural disaster should be fully assessed as soon as practical after the event.</p> <p><u>Maintenance</u></p> <p>Agencies must produce an internal maintenance policy that complies with the Maintenance Management Framework. The policy should explain agency-specific processes and practices to enable personnel responsible for building maintenance to successfully manage their maintenance program.</p> <p><b>Regulatory requirements:</b></p> <p><i>Australian Heritage Council Act 2003 (Cwlth)</i></p> <p><i>Building Act 1975</i></p> <p><i>Environmental Protection Act 1994</i></p> <p><i>Queensland Heritage Act 1992</i></p> <p><i>State Development and Public Works Organisation Act 1971</i></p> <p><i>Sustainable Planning Act 2009</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>Records about property with community significance should be retained to contribute to the existing knowledge of a place and to assist in its continued preservation. Given the criteria for determining significant claims, there will be substantial and ongoing community interest in these records.</p>

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<sup>5</sup> The design principles and supporting strategies include: design for standardisation not customisation; design for connectivity not integration; optimise hubs, nodes and zones; optimise multipurpose space usage; design for minimised impact on a building's structure, finishes and services; compliance and sustainability.

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period is consistent with the retention of similar records by all other jurisdictions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul> <p><b>Other comments/factors for consideration:</b></p> <p>The <i>Queensland Heritage Act 1992</i> states that the cultural heritage significance of a place or feature of a place, means its aesthetic, architectural, historical, scientific, social or other significance to the present generation or past or future generations.</p> <p>Heritage assets that are entered on the QH Register or a local heritage register will have continuing legislative protection after disposal. No approval is required to sell a State heritage asset, but the new owner must obtain the required approvals if any development is subsequently undertaken.</p> <p>All acquisitions undertaken by state government agencies must comply with the Queensland Procurement Policy.</p>
1190	<p><b><i>Agency property management – other</i></b></p> <p>Records relating to the management of other agency property.</p> <p>Includes the acquisition, design, construction, commissioning, conservation, structural renovation and disposal of property.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class merges existing GRDS v.7 record classes relating to varying aspects of agency property management. A brief summary of the different activities<sup>6</sup> covered by this record class is provided below.</p> <p><u>Acquisition</u></p> <p>Agencies must identify the service need that will be met by acquiring the site and how the provision of this service from this site links with the broader community and other government services.</p>

<sup>6</sup> This is based on requirements for State Government departments. Local governments, statutory authorities and government-owned corporations may follow slightly different processes.

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Excludes restoration of contaminated agency property, routine maintenance work, property inspections and the management of hazardous materials including asbestos.</p> <p><b>Disposal action –</b> 12 years after disposal of property.</p>	<p>The Government Land Register (GLR) contains essential, surplus and under-performing government properties. Agencies are required to review/consult the GLR to determine if suitable properties are available prior to any decision to seek property on the open market.</p> <p>Valuations are required in support of an acquisition decision and must be at current market valuation as determined by qualified valuers.</p> <p><u>Conservation</u></p> <p>Major repairs and unplanned maintenance (may also be referred to as reactive) occurs when failure of a building component requires immediate attention. It is usually limited to rectification for health, safety or security reasons and may be a consequence of a natural disaster.</p> <p>All State departments must comply with the requirements of the Maintenance Management Framework. Any departure from this policy should only occur after consultation and agreement with the Department of Housing and Public Works.</p> <p><u>Construction</u></p> <p>Evaluation criteria are to be developed by agencies to allow assessment of the site for suitability for the intended purpose. Criteria could include requirements for public transport, potential to meet future service demand, local support services, physical site requirements, size of site in proportion to service delivery strategies, financial benefits, government priorities and other government agencies current and future service requirements in proximity to the site and potential to collate or share facilities and services.</p> <p><u>Disposal</u></p> <p>Disposing of surplus buildings, in accordance with an asset disposal plan, ensures that they do not become a maintenance and/or financial burden. It may also free up funds required for capital works, influence decision-making and support the forward estimates and budget processes by enabling reinvestment of disposal revenue.</p> <p>Departments undertake periodic reviews of building assets to assess how well buildings are performing to meet service delivery requirements and if there are buildings that are surplus to existing or future service delivery needs.</p> <p>Buildings identified as surplus to requirements will generally be recorded for disposal in a departmental asset register and included on the Government Land Register (for a minimum period of 30 calendar days) to facilitate interagency transfer. In accordance with the requirements of the Government Employee Housing Management Framework, departments</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>which own government employee housing must record their vacant properties in the Government Employee Housing Website Portal.</p> <p><b>Regulatory requirements:</b></p> <p><i>Building Act 1975</i></p> <p><i>Environmental Protection Act 1994</i></p> <p><i>Limitation of Actions Act 1974</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period assigned to the management of other agency properties ensures that the records are available during the period of the agency's ownership of the building and in the event of a breach of contract which, under s.10 of the <i>Limitation of Actions Act 1974</i>, can be brought up to:</p> <ul style="list-style-type: none"> <li>• standard contracts – 6 years from the date of the cause of action</li> <li>• specialty contracts – 12 years for the date of the cause of action.</li> </ul> <p>Section 13 of the <i>Limitation of Actions Act 1974</i> also may apply to the records within this class. Section 13 allows an action to recover land to be commenced within 12 years after the cause of action arose and the retention period takes this possible action into account.</p> <p>The retention period is also consistent with the approach taken by NSW and is consistent with the existing retention periods in 2 Queensland core schedules.</p>
1191	<p><b><i>Agency property – equipment and utility installation</i></b></p> <p>Records relating to the installation of equipment into agency property.</p> <p>Includes heating, plumbing, air conditioning, security and surveillance systems, cabling, alarms etc.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and reworded record class from GRDS v.7 relating to records on the modification and installation of utilities.</p> <p>Basic office building infrastructure will include air conditioning, a standard lighting system to provide average lighting levels that comply with legislation, a nominal number of power outlets per floor, primary cabling and centralised connection facilities for data and communication and generic fire safety systems.</p> <p>Installations should provide ongoing flexibility for future adjustment or addition, which should be done with minimal disturbance to the fabric of the building.</p> <p><b>Regulatory requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Excludes routine maintenance of utilities and installation in significant properties.</p> <p><b>Disposal action –</b></p> <p>7 years after removal of equipment or disposal of property.</p>	<p><i>Building Act 1975</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p>Office Accommodation Management Framework-Office Accommodation Workspace and Fitout Standards</p> <p><b>Business requirements:</b></p> <p>The retention period has been increased from 5 years in GRDS v.7 to 7 years.</p> <p>The retention period is consistent with Agency property management-other (1190) because installations often impact on the structure of the building. The retention period is also consistent with the retention of similar records by the ACT, Commonwealth and NSW.</p> <p>However, to prevent the unnecessary storage of records, the disposal trigger of “Retain for 7 years after disposal of property” has been expanded to also include the option of disposing of the records 7 years after the equipment has been removed.</p>
1192	<p><b>Agency property – inspections</b></p> <p>Records relating to inspections of agency property that is not significant.</p> <p>Includes records of agency breaches of regulatory requirements.</p> <p>Excludes inspections and maintenance of significant agency property.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>As a minimum, all Queensland Government buildings are to be assessed by site inspection at least every 3 years, depending on the nature of the facility<sup>7</sup>. All buildings that have been adversely impacted by a natural disaster should be fully assessed as soon as practical after the event. The assessment should provide sufficient information on the condition of the building to support informed asset management decisions.</p> <p>Inspections may also be undertaken to determine whether all building and structural work complies with the relevant legislation. Where an agency is found to be in breach they may be issued with an:</p> <ul style="list-style-type: none"> <li>• infringement notice – offences and penalties are set out in the State Penalties Enforcement Regulation 2000. The matter is not serious enough to proceed to court.</li> <li>• restraint or enforcement order – issued by a court for existing or potential unlawful activity.</li> </ul>

<sup>7</sup> Department of Housing and Public Works *Maintenance Management Framework: Policy for the maintenance of Queensland government buildings* (applies to all departments as defined in section 8 of the *Financial Accountability Act 2009*) that control or administer buildings and have responsibility for maintenance).

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p><b>Regulatory requirements:</b>  <i>Building Act 1975</i>  <i>State Penalties Enforcement Regulation 2000</i>  <i>Maintenance Management Framework: Policy for the maintenance of Queensland government buildings</i></p> <p><b>Business requirements:</b>  As inspections are required to be conducted at least every 3 years, the 7 year retention period will enable the records of 2 previous inspections to be consulted if an issue is identified. The 7 year retention period also provides a sufficient period of time for other agencies, which are not covered by the <i>Maintenance Management Framework</i>, to conduct property inspections and to follow up on any issues identified. It will also enable the inspection records to be consulted if there are any personal injury claims made against the agency (these must be brought within 3 years of the injury under s.11 of the <i>Limitation of Actions Act 1974</i>).  Schedules in other jurisdictions have varied retention periods and triggers for similar record classes but the retention period is consistent with Tasmania and WA. There is precedence in 4 existing Queensland core schedules.</p>
1193	<p><b><i>Acquisition, construction and maintenance not proceeded with</i></b>  Records relating to property acquisition, construction or maintenance that are not proceeded with.  Excludes records of agency property acquisition or developments which meet the criteria for significance but which do not proceed.  <b>Disposal action –</b>  7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016  <b>Background/business process:</b>  This is a new record class for this activity.  The acquisition of properties may not proceed due to a number of factors:</p> <ul style="list-style-type: none"> <li>• the agency no longer wishes to proceed, as the acquisition will not further their service</li> <li>• budgetary constraints.</li> </ul> <p><b>Business requirements:</b>  Acquisitions, constructions and maintenance may not proceed for a number of reasons. The retention period allows a sufficient reference time, if the agency decides to proceed with the acquisition, construction or maintenance proposal at a later date.  The retention period is consistent with the retention of similar record classes in the ACT, Commonwealth and Victoria. It is also consistent with Agency property management-other (1190) in the GRDS and with precedent in 3 existing Queensland core schedules.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
1194	<p><b><i>Deeds and certificates of title</i></b></p> <p>Deeds and certificates of title of property held by an agency. Excludes land, deed and title registers held by the Titles Registry.</p> <p><b>Disposal action –</b></p> <p>Return to Titles Registry on sale or transfer of property.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to property acquisition. Under the <i>Land Title Act 1994</i> (Qld) a new paper Deed or Certificate of Title is not issued unless the registered owner makes a request in writing. Possession of a paper title is not evidence of ownership. However, where a certificate of title is issued, any dealing with the lot will only be registered if the certificate of title is returned for cancellation. This approach is consistent with the certificate of title being a certified copy of the particulars in the Freehold Land Register. Once the register is altered by the recording of a dealing with the lot, the certificate is no longer accurate and must be cancelled.</p> <p>Deeds of grant and certificates of title provide the following information:</p> <ul style="list-style-type: none"> <li>• reference to the title or deed by volume and folio</li> <li>• estate or interest held (e.g. fee simple, life estate, estate in remainder)</li> <li>• the legal description of the land (identified by a lot on plan description and including location by country and parish)</li> <li>• chronological record of ownership based on time of lodgement of instruments (names and tenancy of registered proprietor/s)</li> <li>• chronological record of various transactions affecting the land, based on time of lodgement of instruments (e.g. mortgages and easements).</li> </ul> <p>Further to these details:</p> <ul style="list-style-type: none"> <li>• deeds of grant contain details of Crown rights, such as mineral rights</li> <li>• State leases include details of lease conditions.</li> </ul> <p><b>Regulatory requirements:</b></p> <p><i>Land Title Act 1994</i></p> <p><i>Property Law Act 1974</i></p> <p><b>Business requirements:</b></p> <p>The retention period for this record class has been changed from GRDS v.7 to require agencies with paper deeds and certificates of title to return these to the Titles Office when the property is</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		sold. This is consistent with Titles Office procedure and <i>Land Title Act 1994</i> requirements in which no new dealings will be registered for a property until the paper title is returned.

**Activity****MAINTENANCE**

*Maintaining or repairing agency buildings, structures or land.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1195	<p><b><i>Utilities – maintenance and repair</i></b></p> <p>Records relating to the maintenance and repair of utilities owned or leased by an agency.</p> <p>Includes air conditioning, lighting, water or gas etc.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity. It has been separated out from the routine maintenance of property due to the potential health impacts associated with the maintenance of utilities.</p> <p><u>Maintenance of an air conditioning system</u></p> <p>The maintenance procedure, including removing and cleaning/replacing the filter, should be outlined in the air conditioner's instruction manual. The return air filter should be cleaned (or replaced depending on the model) at least every 3 months as dirty filters can have an impact on energy efficiency. It is also generally recommended that an annual service be completed to maintain efficiency of the air conditioning system. This should be performed by a suitably qualified and licensed tradesperson.</p> <p><u>Lighting maintenance</u></p> <p>Adequate lighting from natural and/or artificial sources must be provided to ensure healthy and amenable working conditions for building occupants, appropriate to:</p> <ul style="list-style-type: none"> <li>• the nature of the work</li> <li>• the location of the work</li> <li>• the times at which the work is performed.</li> </ul> <p><u>Water maintenance</u></p> <p>Agencies should regularly review the Water Service Provider (WSPs) websites to ensure that agency-built assets are compliant with current water restrictions.</p> <p>Agencies should submit required Water Efficiency Management Plan (WEMP) documentation to their WSPs to ensure compliance with water restrictions, where appropriate.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Agencies should allocate resources for ongoing reporting and maintenance as well as for the installation of water consumption monitoring equipment in agency built assets, due to ongoing Water Efficiency Management Plan (WEMPs) and associated reporting requirements.</p> <p><u>Gas maintenance</u></p> <p>Gas appliances need to be regularly checked and have routine scheduled maintenance. This is important to maintain proper function and safety. Having a gas appliance inspected and cleaned periodically by an authorised service technician will benefit performance, help ensure safe operation, minimise any potential down time and extend the life of the appliance. Manufacturers typically recommend that gas appliances be serviced every one or two years. You need to refer to the owner's manual for the recommended maintenance schedule that is applicable to the make and model of each appliance.</p> <p><b>Regulatory requirements:</b></p> <p><u>AS.1668 The use of ventilation and air-conditioning in buildings</u></p> <p>Ventilation safely removes toxic fumes, gases, dusts and vapours from their points of origin in buildings and then disposes of them in a manner that does not adversely affect the rest of the community. Clears odour and moisture from indoor spaces to preserve their amenity and eliminate the risk of mould growth. Brings in outdoor air to dilute human odour and cleans that outdoor air to get rid of the nuisance of dust.</p> <p><u>AS.3666.3:2000 Air-handling and water systems of buildings</u></p> <p>Microbial control-performance-based maintenance of cooling water systems – Outlines a performance-based approach to the maintenance of cooling water systems with respect to the control of microorganisms, including Legionellae within such systems. This approach combines automatically regulated water treatment with monitoring, assessment and control strategies to help create a low-risk environment within the cooling water system.</p> <p><u>AS.1680.4:2001 Interior lighting-maintenance of electric lighting systems</u></p> <p>This standard describes the causes of light loss in indoor electric lighting systems, from environmental, operating and age related conditions, and recommends procedures for estimating maintenance factors for use in design calculations.</p> <p><u>AS.60079.29.2:2008 Explosive atmospheres-gas detectors-selection, installation, use and maintenance of detectors for flammable gases and oxygen</u></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Specifies general requirements for construction, testing and performance, and describes the test methods that apply to portable, transportable and fixed apparatus for the detection and measurement of flammable gas or vapour concentrations with air.</p> <p><b>Business requirements:</b></p> <p>The 7 year retention period will enable the maintenance records to be consulted if there are any personal injury claims made against the agency (these must be brought within 3 years of the injury under s.11 of the <i>Limitation of Actions Act 1974</i>). It is also consistent with the retention of property inspection records (1192) within the GRDS.</p> <p>The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NSW and Tasmania. There is also precedent in an existing Queensland core schedule.</p>
1196	<p><b><i>Building and energy management – monitoring</i></b></p> <p>Records relating to the monitoring of building and energy management systems. Includes water based fire safety systems.</p> <p><b>Disposal action –</b></p> <p>3 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>The control and monitoring of building services and plant operation are critical to the provision of a habitable, comfortable and functional environment.</p> <p>A well designed and managed building management system (BMS) provides great opportunities for improvements in energy efficiency by:</p> <ul style="list-style-type: none"> <li>• enabling building managers to provide an optimal working environment consistent with maintaining a building's energy efficiency rating</li> <li>• early identification of equipment failure</li> <li>• identification of unusual patterns of energy usage, such as equipment left on during out of office hours</li> <li>• monitoring effectiveness of energy management plans.</li> </ul> <p>Agencies, as building owners and managers, need to be aware of their statutory obligations to maintain building water based fire safety systems in accordance with the 'Fire hydrant and sprinkler system commissioning and periodic test' (<i>Queensland Development Code Mandatory Part QDC MP 6.1</i>).</p> <p>Building management systems (BMS) should be capable of providing comprehensive reports to adequately facilitate:</p> <ul style="list-style-type: none"> <li>• building occupancy management</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• building performance management to meet service delivery needs</li> <li>• project progress for building upgrades.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Building Act 1975</i>            Department of Climate Change and Energy Efficiency, 2010, Building Management Systems Fire hydrant and sprinkler system commissioning and periodic test (Queensland Development Code Mandatory Part QDC MP 6.1)            NABERS – National Australian Built Environment Rating System</p> <p><b>Business requirements:</b>            The retention period covers the requirement for building management system data to be retained for 1 year for all active control points based on the Building Management Systems guide. The retention period is consistent with the retention of similar records in the ACT, Commonwealth and NSW.</p>
1197	<p><b><i>Routine maintenance</i></b>            Records relating to planned, routine maintenance and repair work carried out on agency property.            Routine maintenance includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• external/internal cleaning</li> <li>• pest control</li> <li>• smoke/fire/security detection equipment/alarms</li> <li>• landscaping.</li> </ul> <p>Excludes records relating to maintenance, which will affect the structure of the property,</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b>            This record class is a merger of existing GRDS v.7 record classes relating to maintenance. Routine maintenance is at predetermined intervals to meet statutory, health and safety, technical or operational reliability considerations, and to preserve the asset and prolong its economic life. Planned maintenance consists of preventative, statutory, and condition-based maintenance. This record class only covers maintenance which does not affect the structure of the building such as:</p> <ul style="list-style-type: none"> <li>• pest control activities associated with the treatment and eradication of cockroaches, spiders and other pests should be conducted on a regular basis</li> <li>• landscaping activities (such as mowing grass, pruning and trimming trees/shrubs, tending to gardens and removing horticultural waste) should be undertaken as necessary to maintain the property to the required standard.</li> </ul> <p>Heritage assets require a specific and regular maintenance program to avoid ad hoc repairs that, over time, can result in a loss of cultural heritage significance. It is best practice to prepare a maintenance plan for each heritage asset to show the work proposed to be undertaken each year for at least the following five years.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>utilities maintenance and office fit outs.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>Queensland government departments must comply with the requirements of the Maintenance Management Framework. Any departure from this policy should only occur after consultation and agreement with the Department of Housing and Public Works.</p> <p>Note: Reference to the maintenance of lifts has been removed from this record class as it is registered plant and covered by reference 1179.</p> <p><b>Regulatory requirements:</b> AS.2201.2-2004 Intruder alarm systems Maintenance Management Framework: policy for the maintenance of Queensland Government buildings</p> <p><b>Business requirements:</b> There has been no change to the retention period from GRDS v.7 for minor repairs, routine maintenance and cleaning arrangements. The retention period for pest control activities has been reduced from 7 years to 2 years in line with other routine maintenance (although an exclusion has been added for any records relating to the use of hazardous substances). Under AS.2201.2-2004 Intruder alarm systems, maintenance records are to be retained for 2 years. The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NT, Tasmania and Victoria. There is also precedence in 4 existing Queensland core schedules.</p>

**Activity****OFFICE FACILITIES**

*Maintaining and upgrading agency office/s including business units, workgroups or individuals.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1198	<p><b>Office fitouts</b></p> <p>Records relating to the fit outs of agency property that do not affect the structure of the building.</p> <p>Includes painting, floor coverings, furnishings, furniture, fittings and equipment.</p> <p>Excludes fitouts of significant property.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised and expanded record class from GRDS v.7 for records relating to alterations that do not affect the structure of the building.</p> <p>Workspaces are to be fitted out according to the current government/local authority design principles and be safe for use.</p> <p><b>Regulatory requirements:</b></p> <p><i>Building Act 1975</i></p> <p>Office Accommodation Management Framework-Office Accommodation Workspace and Fitout Standards<sup>8</sup></p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period has increased from 5 years in GRDS v.7 to 7 years.</p> <p>The increased retention period means that, where contractors are used, office fitout records will be retained for the same length of time as contractual agreements (1004). A 7 year retention period also enables sufficient time for any legal action to be commenced where there is defective work.</p> <p>The retention period is consistent with the retention of similar records by the ACT and with existing precedent in 3 existing Queensland core schedules.</p>
1199	<b>Office relocation</b>	<b>Date authorised:</b> September 2016

<sup>8</sup> Applies to all departments (as defined in section 8 of the Financial Accountability Act 2009) that control or administer buildings and have responsibility for maintenance.



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to the planning and preparation required to relocate an agency's business operations.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>Agencies may initiate a relocation to alternative accommodation and/or propose to vacate existing accommodation for service delivery or economic reasons. The drivers for relocation can be broadly categorised as follows:</p> <ul style="list-style-type: none"> <li>• organisational restructuring as a consequence of changes in Ministerial portfolios and changed service delivery</li> <li>• new styles of management such as incorporating flatter structures and cross-functional teams</li> <li>• the demands of new technology</li> <li>• the need for increased workplace efficiency and effectiveness</li> <li>• changes to work patterns (e.g. teleworking, part-time working, hot desking etc.)</li> <li>• the expectations of workers and the community.</li> </ul> <p><b>Business requirements:</b></p> <p>Relocations are a normal and routine part of doing business. A 2 year retention period provides sufficient time for these records to be referred back to and is consistent with the retention of similar records by the ACT, Commonwealth, NSW, NT and Tasmania.</p> <p>Any related financial records (1099) will be retained for 7 years and be available, if required, for audit. Additionally, if a moving company is used these contractual records will be retained for 7 years (1004).</p>

**Activity****PROPERTY SECURITY**

*Managing the security of agency property. Includes the provision of security for staff, equipment, systems and information located within the property.*

*Excludes records relating to security where this is a core function of a law enforcement agency or where the property itself is used for custodial purposes.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1200	<p><b>Property access controls</b> Records relating to the management of access controls to secure areas within agency property.</p> <p><b>Disposal action –</b> 5 years after arrangements have ceased or been superseded.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revised record class from GRDS v.7 for records relating to property security. This record class relates to access to Government buildings by members of the public, contractors, and government employees. All premises have their own individual access requirements.</p> <p><b>Regulatory requirements:</b> <i>State Buildings Protective Security Act 1983</i></p> <p><b>Business requirements:</b> The retention period has been increased from 2 years in GRDS v.7 to 5 years. A 5 year retention period is consistent with the retention of minor security breaches (significant breaches will capture details of any access issues as part of the investigation) and allows sufficient time to investigate any incidents/breaches. It also allows sufficient time for individuals to claim for any injuries they have sustained on agency property (3 years under s.11 of the <i>Limitation of Actions Act 1974</i>). It is consistent with the retention of similar records by SA and Tasmania and there is precedence in 2 existing Queensland core schedules.</p>
1201	<p><b>Security operations</b> Records relating to security operations undertaken on agency property.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. Security operations can encompass a wide range of services including static guards and mobile patrols.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Includes guard duties and patrol operations.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p><b>Regulatory requirements:</b> AS.2201.1 Intruder alarm systems <i>State Buildings Protective Security Act 1983</i></p> <p><b>Business requirements:</b> The retention period allows sufficient time for the rosters detailing who was on duty at the time of an incident to be referred back to if required. If there are any security breaches, these will be captured under security breaches-significant (1052) and security breaches-other (1053). The retention period is consistent with the retention of similar records by the ACT, Commonwealth and NSW. There is also precedence in an existing Queensland core schedule.</p>

**Activity****WASTE MANAGEMENT**

*Managing the identification, storage, removal and disposal of all waste, materials and substances from agency property.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1203	<p><b>Hazardous substances – asbestos, lead and radioactive materials</b></p> <p>Records relating to the identification, removal and disposal of hazardous substances (including asbestos, lead and radioactive materials) from agency property.</p> <p>Includes maintenance which requires the use of hazardous materials or substances.</p> <p><b>Disposal action –</b></p> <p>100 years after removal or disposal of hazardous substance.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to hazardous materials.</p> <p>A hazardous substance is one that, following exposure, can have an adverse effect on health, e.g. poisons, substances that cause burns or may cause cancer.</p> <p>Dangerous goods are substances, mixtures or articles that, because of their physical, chemical or acute toxicity properties, present an immediate hazard to people, property or the environment including explosives, flammable liquids and gases and corrosives.</p> <p><u>Asbestos</u></p> <p>When inhaled, airborne asbestos fibres can cause mesothelioma, asbestosis and lung cancer. Asbestos-containing materials were used extensively between the 1950s-1970s and some uses, such as friction materials and gaskets, were only discontinued on 31 December 2003. On 17 October 2001, the National Occupational Health and Safety Commission (NOHSC) declared a prohibition on all uses of chrysotile (white) asbestos from 31 December 2003. The only exceptions to this were for the removal, handling and storage of asbestos for disposal.</p> <p>Other requirements include:</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety Queensland – How to safely remove asbestos code of practice 2011.</li> <li>• Department of Housing and Public Works – Asbestos Management and Control Policy for Government Buildings. All state government agencies must assess and document the condition of asbestos in accordance with this policy.</li> </ul> <p><u>Lead</u></p> <p>Effective lead hazard management programs include:</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• Testing – to identify where lead is located and any potential problems. Testing techniques include portable x-ray fluorescence, laboratory analysis or colour change (chemical) field tests.</li> <li>• Agencies may choose to manage lead hazards through: <ul style="list-style-type: none"> <li>○ monitoring – where lead paint is in sound condition, will not be disturbed and is not directly accessible</li> <li>○ stabilisation – over painting or by covering with an encapsulant</li> <li>○ lead paint abatement – can include replacement of painted items, enclosure of painted surfaces or removal of lead paint.</li> </ul> </li> </ul> <p>Clean-up – if lead hazards have been effectively managed, clean-up of the work area can be as simple as using high efficiency particulate air (HEPA) industrial vacuum cleaners and wet cleaning. These two basic techniques properly used together will remove lead dust hazards.</p> <p>Clearance testing, in accordance with the lead paint management specifications (AS.4361), is the final step before the work area is released back to the property owner.</p> <p><u>Radioactive</u></p> <p>Radioactive material contains unstable elements that decay over time and this causes the emission of radiation in the form of charged particles and gamma rays. Radioactive waste contains radioactive elements that send out higher levels of radiation than natural background radiation. Radioactive waste can be classified into three main categories: low, intermediate and high.</p> <p>Radioactivity diminishes with time as radioactive elements decay into more stable elements. In some classes of radioactive waste, the radioactivity decays relatively quickly to a level low enough so the material can be reused or disposed of as normal domestic or industrial waste.</p> <p>Radioactive waste is produced from the use of radioactive materials in scientific research, industrial, agricultural and medical applications and the production of radiopharmaceuticals. Naturally occurring radioactive material may also result from the mining and minerals industries. There are also relatively large amounts of 'historic' waste in storage that arose from various activities, such as CSIRO research into radioactive ores, or previously commonly used radioactive materials, such as radium used in luminous dials.</p> <p><b>Regulatory requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>AS.4361.1-1995 Guide to lead paint management-industrial applications</p> <p>AS.4361.2-1998 Guide to lead paint management-residential and commercial buildings</p> <p><i>Building Act 1975</i></p> <p>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]</p> <p>Code of Practice for the Safe Removal of Asbestos [NOHSC:2002 (2005)]</p> <p><i>Radiation Safety Act 1999</i></p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The retention period enables an agency to monitor potentially harmful substances in the workplace which could have long-term impacts on employees. Given that reactions to hazardous substances may not become apparent until many years after the initial exposure, the 100 year retention period ensures that the agency can respond to any future claims for compensation.</p> <p>These records are not seen as being of ongoing State significance because asbestos was also a very common building material in Queensland up until the 1980s and there would be a large volume of records across the Queensland public sector. Queensland also currently has the longest retention period for these records out of all Australian jurisdictions.</p> <p>The retention period is also consistent with the retention of similar records in Victoria.</p>
1204	<p><b><i>Hazardous waste – excluding asbestos, lead and radioactive materials</i></b></p> <p>Records relating to the inspection, removal and disposal of hazardous waste from agency property (e.g. explosives, flammable liquids/solids, poisons, toxins, ecotoxins and infectious substances).</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to hazardous materials.</p> <p>This record class has been expanded to include inspection records as this shows a pattern of inspecting the hazard and actively managing it. Additionally, if a claim is made, an agency would be required to produce these inspection records.</p> <p>Hazardous waste, as prescribed by regulation, includes waste with any of the following characteristics:</p> <ul style="list-style-type: none"> <li>• explosive</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Excludes the disposal of asbestos, lead and radioactive materials.</p> <p><b>Disposal action –</b> 30 years after removal of waste.</p>	<ul style="list-style-type: none"> <li>• flammable liquids/solids</li> <li>• poisonous</li> <li>• toxins</li> <li>• ecotoxic</li> <li>• infectious substances.</li> </ul> <p>These characteristics may be found in hazardous waste from:</p> <ul style="list-style-type: none"> <li>• clinical wastes</li> <li>• waste oils/water, hydrocarbons/water mixtures, emulsions</li> <li>• wastes from the production, formulation and use of resins, latex, plasticizers, glues/adhesives</li> <li>• wastes resulting from surface treatment of metals and plastics</li> <li>• residues arising from industrial waste disposal operations</li> <li>• wastes which contain certain compounds such as copper, zinc, cadmium and mercury.</li> </ul> <p><b>Regulatory requirements:</b>  <i>Hazardous Waste (Regulation of Exports and Imports) Act 1989</i> (Cwlth)  <i>Waste Reduction and Recycling Regulation 2011</i>  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b>  This retention period has not changed from GRDS v.7.  Under s.388(3) of the <i>Work Health and Safety Act 2011</i>, a person must keep the records for 30 years after the authorisation ends. The retention period is consistent with health monitoring-hazardous chemicals (1222).  The retention period is consistent with the retention of similar records by the ACT, Commonwealth, NSW, Tasmania and Victoria.</p>
1205	<b><i>Rubbish removal and recycling</i></b>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b>  This is a revised record class from GRDS v.7 for records relating to maintenance.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to the removal and/or recycling of non-toxic rubbish including classified waste.</p> <p><b>Disposal action –</b> 2 years after business action completed.</p>	<p>Waste management and recycling services must be managed effectively if buildings are to comply with hygiene and environmental requirements. Specialist and/or licensed service providers may be required.</p> <p>Agencies have a requirement to measure their performance of waste reduction under the <i>Waste Reduction and Recycling Act 2011</i>.</p> <p><b>Regulatory requirements:</b> Environmental Protection (Waste Management) Regulation 2000 National Waste Policy (2009) <i>Waste Reduction and Recycling Act 2011</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. Having a clean and tidy workplace for employees is the responsibility of all agencies and this retention period allows for the routine rubbish removal that takes place. The retention period is consistent with similar records by the ACT, Commonwealth and Victoria.</p>



Title	Scope Note
<b>STRATEGIC MANAGEMENT</b>	<i>Applying broad systematic management planning for the agency.</i>
<b>Activity</b>	
<b>IMPLEMENTATION</b>	
<i>Implementing organisational plans, policies, procedures or instructions. Includes monitoring to ensure the implementation goes according to schedule and that standards are met.</i>	
<i>Excludes the external implementation of policies developed by the agency for implementation across government and/or the wider community. Also excludes the monitoring of government-wide policy implementation undertaken by the Department of the Premier and Cabinet.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1206	<p><b>Disaster recovery – significant</b></p> <p>Records relating to the implementation of disaster recovery and business continuity plans following a major disaster or serious incident, e.g. cyclone, floods, etc.</p> <p><b>Disposal action –Permanent.</b></p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>GRDS v.7 included the development and final version of the disaster recovery plan but did not include any records regarding the implementation of these plans. This class covers the implementation of disaster recovery and business continuity plans following a major disaster or serious incident.</p> <p><b>Business requirements:</b></p> <p>In Queensland we have natural disasters that bring widespread devastation, e.g. Cyclone Yasi. These disasters significantly impact on the people and environment of Queensland and the records relating to this are of ongoing value and interest.</p> <p>There is also an ongoing need for these records to be retained for accountability so that they are available if a commission of inquiry is called (e.g. Grantham Floods). The records are useful for future reference so that lessons can be learned from past disasters.</p> <p>The retention of these records is consistent with the retention of similar records by the ACT, Commonwealth, NT, SA, Tasmania and WA.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>• 4 – Significant Impact on Individuals</li> <li>• 5 – Substantial Contribution to Community Memory</li> <li>• 6 – Environmental Management and Change.</li> </ul>
1207	<p><b>Disaster recovery – other</b></p> <p>Records relating to the implementation of disaster recovery and business continuity plans following other disasters, e.g. burst water pipe or minor fire.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity.</p> <p>GRDS v.7 included the development and final version of the disaster recovery plan but did not include any records regarding the implementation of these plans. This class covers the implementation of disaster recovery and business continuity plans following incidents, which are not considered to be a major disaster or serious incident.</p> <p><b>Business requirements:</b></p> <p>A 7 year retention period is a sufficient length of time for these records to be referred back to for evidence and accountability. It will allow for any investigations to occur following the incident and for the lessons learned to be incorporated into future disaster recovery plans.</p> <p>This retention period is consistent with the retention of similar records by the ACT, Commonwealth, NSW and Tasmania and there is precedence in an existing Queensland core schedule.</p>
1208	<p><b>Government-wide policy implementation</b></p> <p>Records relating to agency implementation of government-wide corporate policies, standards, guidelines and procedures.</p> <p>Government-wide policies include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• equal employment opportunity</li> <li>• right to information</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to government-wide policies. Government-wide policies need to be implemented to make sure that agencies are compliant with legislation, guidelines, policies or standards.</p> <p>An example of this is the Code of Conduct for the Queensland Public Service. The Code contains the ethics principles and their associated set of values prescribed in the <i>Public Sector Ethics Act 1994</i>. It also contains standards of conduct for each ethics principle.</p> <p><b>Business requirements:</b></p> <p>The retention period has been reduced from 10 years in GRDS v.7 to 7 years.</p> <p>Records relating to the implementation of government-wide policies need to be retained for a sufficient period of time to support government accountability. A 7 year retention period will</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>code of conduct.</li> </ul> <b>Disposal action –</b> 7 years after business action completed.	enable agencies to assess and report on how will government-wide initiatives have been delivered and implemented.  The retention period is consistent with the retention of similar records by NSW and with administrative policy (1034).
1209	<b><i>Agency-wide policy implementation</i></b>  Records relating to agency implementation of corporate policies, standards, guidelines and procedures developed by the agency.  Excludes the implementation of disaster recovery and risk management policies.  Agency-wide policies include, but are not limited to: <ul style="list-style-type: none"> <li>human resources</li> <li>information management</li> <li>financial management</li> <li>records management.</li> </ul> <b>Disposal action –</b> 3 years after business action completed.	<b>Date authorised:</b> September 2016  <b>Background/business process:</b> This is a revised record class from GRDS v.7 for records relating to standards. Agencies need to be transparent when implementing agency policies.  <b>Business requirements:</b> The retention period has not changed from GRDS v.7.  Agencies should be able to demonstrate changes in policy implementation where government priorities have changed or where there have been complaints/investigations that have required a change in policy direction. A 3 year retention period should be sufficient for agencies to refer to these records in the short-term. It is also consistent with the retention of similar records in the ACT and the Commonwealth.  Note: the external implementation of policies developed by the agency for implementation across government and/or the wider community will be covered by a core or functional schedule.

**Activity****PERFORMANCE MANAGEMENT**

*Identifying and evaluating an agency's performance to ensure goals and objectives are achieved.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1210	<p><b>Performance management</b> Records relating to the processes of identifying, developing, evaluating, and improving agency performance against strategic measures.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a new record class for this activity. Performance management is a set of management processes, often supported by information technology, that help agencies define strategic objectives, measure performance, analyse results and report performance. Performance management has three main activities involving selecting goals, determining how these goals will be measured, and actions by managers to improve future performance against these goals.</p> <p><b>Regulatory requirements:</b> Queensland Government Performance Management Framework (PMF) Value chain and value model for the Queensland Public Sector</p> <p><b>Business requirements:</b> Performance management often results in the preparation of reports and this retention period is consistent with reports – other (1044). A 5 year retention period will provide sufficient time for these records to be referred to for evaluating performance trends. Additionally, the retention period is consistent with other jurisdictions – such as ACT, Commonwealth, SA and Tasmania – which include performance management in their general schedules. There is also precedence in 2 existing Queensland core schedules.</p>

**Activity****RESTRUCTURING**

*Reassessing agency activities, goals and structures. Includes consideration of staff numbers and position descriptions as well as the assets required. May also be known as machinery of government changes.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1211	<p><b>Restructures – significant</b> Records relating to significant reviews and restructures of an entire agency or major functional sections of it.</p> <p>Includes the establishment and development of a new agency structure as well as the sale, outsourcing or long-term leasing of government functions</p> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This is a revised record class from GRDS v.7 for records relating to significant restructures.</p> <p><u>Queensland Government departments</u> The Public Service Commission, as specified within the <i>Public Service Act 2008</i>, prepares a departmental arrangements notice to amalgamate part or parts of departments, create an entity and add that entity to any department and matters of a like nature. These actions are endorsed by an Executive Council Minute and published in the Queensland Government Gazette.</p> <p><u>Local Governments</u> In 2008, the Queensland Government amalgamated a number of councils throughout the state. In 2013, there were 4 de-amalgamations including:</p> <ul style="list-style-type: none"> <li>• Noosa Shire Council de-amalgamating from the Sunshine Coast Regional Council</li> <li>• Livingstone Shire Council de-amalgamating from the Rockhampton Regional Council</li> <li>• Mareeba Shire Council de-amalgamating from the Tablelands Regional Council</li> <li>• Douglas Shire Council de-amalgamating from the Cairns Regional Council</li> </ul> <p>The new councils officially commenced operations on 1 January 2014.</p> <p><b>Regulatory requirements:</b> <i>Public Service Act 2008</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. Significant reviews and restructures of an agency directly influence how an agency's core business functions, activities, projects, programs and services are delivered to the community.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>These records help define the function and jurisdiction of government agencies and, as such, these records have an ongoing value and interest to the people of Queensland.</p> <p>The retention period is consistent with similar records in all other jurisdictions. It is also consistent with the retention period for significant agreements and contracts (1002).</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 1 – Authority, Foundation and Structure of Government</li> <li>• 2 – Primary Functions and Programs of Government.</li> </ul>
1212	<p><b><i>Restructures – transfer arrangements</i></b></p> <p>Records relating to transfer arrangements to move core functions and staff to other agencies as a result of the restructuring process.</p> <p>Includes transfer of equipment, custody/ ownership records, personnel files, etc.</p> <p>Excludes arrangements resulting from outsourcing of functions or sale of government enterprises.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to restructures.</p> <p>Feedback from the whole-of-government consultation indicated that where a restructure resulted from the outsourcing or sale of government functions, these records should be retained permanently. As a result, these records have been excluded from this class and will now be sentenced under 1211.</p> <p><b>Regulatory requirements:</b></p> <p>Public Service Commission – Principles for the allocation of resources following a machinery of government change</p> <p><b>Business requirements:</b></p> <p>The retention period has been reduced from 10 years in GRDS v.7 to 7 years.</p> <p>It is consistent with other jurisdictions which have similar record classes such as SA and Victoria and ensures that, where there are any financial or contractual arrangements connected with the restructures, the supporting records are retained.</p>
1213	<p><b><i>Restructures – other</i></b></p> <p>Records relating to minor reviews and restructures affecting only particular sections of the agency and</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRSD v.7 for records relating to restructures.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>have little effect on the overall function of the agency.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p>Minor restructures are generally done after a review of operational processes (e.g. when a team has member/s move to another department).</p> <p><b>Regulatory requirements:</b> <i>Public Service Act 2008</i></p> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7. Records of minor reviews and restructures, which have little effect on the function of the agency, need to be retained for a relatively short period of time for evidence and accountability. A 5 year retention period is a sufficient length of time for staff to refer back to these records if required. It is also consistent with the retention of similar records by NSW, SA and WA.</p>

Title	Scope Note
<b>WORK HEALTH AND SAFETY</b>	<i>Implementing work health and safety legislation internally throughout the agency. Includes the development and implementation of safety policies and the monitoring of safe work practices, procedures and preventive measures. Excludes the core business records of the Office of Fair and Safe Work.</i>
<p><b>Background:</b></p> <p>A full analysis of Work Health and Safety has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p>	
<b>Activity</b>	
<p><b>ACCIDENTS AND INCIDENTS</b></p> <p><i>Dealing with mishaps or hazards causing death or injury on an agency's premises. Includes injury or death to an employee travelling for the purposes of employment (while on duty or official business), or to members of the public, visitors or customers while on the agency's premises. Also includes hazards that may impact on a number of people.</i></p>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1214	<p><b>Notifiable incidents</b></p> <p>Records relating to notifiable work health and safety accidents, incidents and complaints including the death, serious injury or serious illness of a person or one that involves a dangerous incident. Includes notifications required under legislation e.g. <i>Work Health and Safety Act 2011</i> and the <i>Safety in Recreational Water Activities Act 2011</i>.</p> <p><b>Disposal action –</b></p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>A notifiable incident is one that involves the death of a person, a serious injury or illness of a person or a dangerous incident.</p> <p>An employer must notify Workplace Health and Safety Queensland of the occurrence of a notifiable incident as a result of a business activity under section 38 of the Act.</p> <p>A person who conducts a business that provides recreational water activities must notify Workplace Health and Safety Queensland of a notifiable incident under section 29 of the <i>Safety in Recreational Water Activities Act 2011</i>.</p> <p><b>Regulatory requirements:</b></p> <p><i>Work Health and Safety Act 2011</i></p> <p><i>Safety in Recreational Water Activities Act 2011</i></p> <p><b>Business requirements:</b></p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	80 years after business action completed.	<p>A record of each notifiable incident must be kept by the employer for at least 5 years from the day that notice of the incident is given to the regulator under section 38 (7) of the <i>Work Health and Safety Act 2011</i> and section 29 (7) of the <i>Safety in Recreational Water Activities Act 2011</i>. The 80 year retention period allows for compensation claims that could potentially be lodged at any time during the lifetime of a claimant. It ensures that the employer retains a record of a serious incident affecting an employee in the event of future compensation claims or information that may be required for future medical treatment.</p> <p>Records of investigations into work place deaths of all employees (including public servants) are held by other investigating agencies including Work Health and Safety Queensland, Queensland Police and the Coroner's Office and are, or likely to be, permanent in their core business schedules. These records are therefore not required permanently.</p> <p>The community would expect that records relating to incidents and accidents would be retained for a significant period of time to provide evidence of actions and decisions of an employer in the event of a claim. This is especially relevant in light of claims relating to exposure to harmful substances such as asbestos where symptoms may not present for many years after the exposure.</p>
1215	<p><b>Non-notifiable incidents</b></p> <p>Records relating to work health and safety accidents, incidents and complaints that are not notifiable.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>An employer must notify Workplace Health and Safety Queensland of the occurrence of a notifiable incident as a result of a business activity under section 38 of the Act. However an employer may also create records of incidents and accidents that are not required to be notified to Workplace Health and Safety Queensland.</p> <p><b>Regulatory requirements:</b></p> <p><i>Work Health and Safety Act 2011</i></p> <p><i>Safety in Recreational Water Activities Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period ensures that the records are available in the event that an incident becomes a notifiable incident which requires reporting to Workplace Health and Safety Queensland. A record of each notifiable incident must be kept by the employer for at least 5 years from the day that notice of the incident is given to the regulator under section 38 (7) of the <i>Work Health and Safety Act 2011</i>. It also ensures the records are available for potential legal action brought by or against the employer.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1216	<p><b><i>Accidents and incidents registers</i></b></p> <p>Registers of work health and safety accidents, incidents and complaints.</p> <p><b>Disposal action –</b></p> <p>80 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>These records consist of summary information compiled to detail incidents and accidents at an agency. Although there is not a legislative requirement to maintain a register, some agencies may maintain legacy accident registers or maintain accident registers as a way of capturing summary information.</p> <p><b>Business requirements:</b></p> <p>The 80 year retention period is based on an average working life expectancy and is consistent with the retention of similar work health and safety and personnel records in the GRDS. It ensures that the employer retains a record of a serious incident affecting an employee in the event of future compensation claims or information that may be required for future medical treatment.</p> <p>The community would expect that records relating to incidents and accidents would be retained for a significant period of time to provide evidence of actions and decisions of an employer in the event of a claim. This is especially relevant in light of claims relating to exposure to harmful substances such as asbestos where symptoms may not present for many years after the exposure.</p>

**Activity****COMMITTEES**

*Managing formally established committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, agendas, reports etc.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1217	<p><b>Work health and safety committees</b></p> <p>Records of proceedings of work health and safety committees.</p> <p><b>Disposal action –</b></p> <p>10 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>It is a requirement of section 75 of the <i>Work Health and Safety Act 2011</i> for employers to have a health and safety committee. The committee facilitates cooperation between an employer and workers in developing and carrying out measures to ensure health and safety at work including standards, rules and procedures.</p> <p><b>Regulatory requirements:</b></p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The 10 year retention period allows for the availability of records of actions taken and decisions made to address or prevent identified work health and safety risks in the event of a claim for compensation. The committee is generally not a decision making or strategic body nor does it investigate incidents and accidents. Records of incidents would be held elsewhere including records of investigations held by the regulator, Work Health and Safety Queensland. Any incidents or hazards identified and submitted to the committee would be addressed within the timeframe.</p>

**Activity****COMPLIANCE**

*Compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1218	<p><b>Workplace registers – asbestos, hazardous chemicals and hazardous substances</b></p> <p>Registers that document the use, presence, handling or storage of hazardous substances by the agency. Substances may include, but are not limited to, chemicals, asbestos, lead and radioactive materials.</p> <p><b>Disposal action –</b> Permanent. Retain in agency.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers records created to comply with section 346 of the Work Health and Safety Regulation 2011 which states ‘a register of hazardous chemicals used, handled or stored at the workplace must be prepared and maintained’. The should include:</p> <ul style="list-style-type: none"> <li>• a list of hazardous chemicals used, handled or stored; and</li> <li>• the current safety data sheet for each hazardous chemical listed.</li> </ul> <p>Section 425 of the regulation requires a workplace to keep an asbestos register which must record any asbestos or Asbestos Containing Material (ACM) identified to be at the workplace or likely to be present at the workplace from time to time including—</p> <ul style="list-style-type: none"> <li>(i) the date on which the asbestos or ACM was identified; and</li> <li>(ii) the location, type and condition of the asbestos or ACM; or</li> <li>(iii) state that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified, or is likely to be present from time to time, at the workplace.</li> </ul> <p>A hazardous substance is one that, following exposure, can have an adverse effect on health e.g. poisons, substances that cause burns or may cause cancer.</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i> <i>Radiation Safety Act 1999</i></p> <p><b>Business requirements:</b></p> <p>The retention period is based on the ongoing need of an agency to monitor potentially harmful substances in the workplace which could have long-term impacts on employees. Given that reactions to hazardous substances may not become apparent until many years after the initial</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>exposure, the retention period 'permanent in the agency' ensures that the agency can defend any future claims for compensation or legal action. The register provides a summary of information about hazardous substances.</p> <p>The retention provides confidence to the community that the government is taking seriously the management of hazardous substances including asbestos.</p>
1219	<p><b>Workplace monitoring – hazardous substances and dangerous goods</b></p> <p>Records relating to the management of hazardous substances and dangerous goods in the work place including their use, presence, handling, monitoring and storage. Substances may include, but are not limited to, chemicals, asbestos, lead and radioactive materials.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• acquisition, storage and disposal of radioactive materials and radiation equipment (including x-ray equipment) in accordance with the <i>Radiation Safety Act 1999</i></li> <li>• exposure of individual employees to hazardous substances</li> </ul>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>These records cover the requirements of several acts including the <i>Work Health and Safety Act 2011</i> and the <i>Radiation Safety Act 1999</i>.</p> <p>A hazardous substance is one that, following exposure, can have an adverse effect on health e.g. poisons, substances that cause burns or may cause cancer. Dangerous goods are substances, mixtures or articles that, because of their physical, chemical or acute toxicity properties, present an immediate hazard to people, property or the environment including explosives, flammable liquids and gases and corrosives.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i>  <i>Radiation Safety Act 1999</i></p> <p><b>Business requirements:</b></p> <p>The retention period is based on the ongoing need of an agency to monitor potentially harmful substances in the workplace which could have long-term impacts on employees. Given that reactions to hazardous substances may not become apparent until many years after the initial exposure, the 100 year retention period ensures that the agency can defend any future claims for compensation or legal action.</p> <p>The retention period provides confidence to the community that the government is taking seriously the management of hazardous substances including asbestos.</p> <p>During the development of the <i>Department of Housing and Public Works Retention and Disposal Schedule</i> (QDAN679), the department sought legal advice as to a suitable retention period for records relating to the management and removal of asbestos. The legal advice recommended a retention period of 100 years which was incorporated into the schedule.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• inspections to check compliance with legislation or standards</li> <li>• monitoring of quality and safety procedures against approved plans</li> <li>• neutralisation and removal of hazardous substances from workplaces</li> <li>• registration or licensing requirements.</li> </ul> <p><b>Disposal action –</b> 100 years after business action completed.</p>	
1220	<p><b>Health monitoring – radiation</b></p> <p>Records relating to the personal monitoring of an employee's exposure to radiation in accordance with the <i>Radiation Safety Act 1999</i>.</p> <p><b>Disposal action –</b> 75 years from date of birth or 30 years after last assessment, whichever is later.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers the requirements of section 38 of the <i>Radiation Safety Act 1999</i> which requires an employer that is licensed to possess a radiation source to provide users of the source with a personal monitoring device.</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i> <i>Radiation Safety Act 1999</i></p> <p><b>Business requirements:</b> Under section 38 (6) of the <i>Radiation Safety Act 1999</i>, personal monitoring records must be retained for:</p> <ul style="list-style-type: none"> <li>• 30 years after the day when the last assessment occurred</li> <li>• 75 years after date of birth of the monitored person.</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1221	<p><b>Health monitoring – asbestos</b></p> <p>Records relating to the ongoing health monitoring of individuals engaged in the use, handling or storage of asbestos in accordance with the Work Health and Safety Regulation 2011.</p> <p><b>Disposal action –</b> 40 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Work Health and Safety has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This is a new record class for this activity.</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b> The retention period is based on s.444(1) of the Work Health &amp; Safety Regulation 2011. This requires that an agency must ensure that health monitoring reports, in relation to a worker carrying out work, are kept for at least 40 years after the record is made. This is consistent with the retention of similar records by the NT.</p>
1222	<p><b>Health monitoring – hazardous chemicals</b></p> <p>Records relating to the ongoing health monitoring of individuals engaged in the use, handling, generating or storing of hazardous chemicals in accordance with the Work Health and Safety Regulation 2011.</p> <p><b>Disposal action –</b> 30 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers the requirements of the Work Health &amp; Safety Regulation 2011 for an employer to monitor individual employees engaged in ongoing work that requires the use, handling, generation or storage of hazardous chemicals. Under the Work Health &amp; Safety Regulation 2011, a hazardous chemical is a substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b> Health monitoring records must be kept for at least 30 years after the record is made under section 378 of the Work Health and Safety Regulation 2011.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1223	<p><b>Airborne contaminants</b></p> <p>Records relating to monitoring airborne contaminant levels.</p> <p><b>Disposal action –</b></p> <p>30 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the requirements of the Work Health and Safety Regulation 2011 for an employer to monitor airborne contaminant levels. Monitoring is only required to take place when an employer is using substances to which an exposure standard applies.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>Airborne contaminant monitoring records must be kept for at least 30 years after the record is made under section 50 of the <i>Work Health and Safety Regulation 2011</i>.</p>
1224	<p><b>Safety data sheets</b></p> <p>Safety data sheets (SDS) prepared by the manufacturers or importers of hazardous chemicals and covering the properties and uses of a substance. Previously known as Material Safety Data Sheet (MSDS).</p> <p><b>Disposal action –</b></p> <p>Until data sheet superseded or until hazardous chemical disposed of.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the requirements of section 330 of the Work Health and Safety Regulation 2011 which states that a manufacturer or importer of a hazardous chemical must prepare a safety data sheet for a hazardous chemical. These sheets are then provided to the person that has possession of the chemical.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>These records are required to determine the suitable use and handling of hazardous chemicals. The sheets are amended whenever necessary to ensure they contain the most current and correct information. The information is only required by the agency while the chemical remains in their possession.</p>



**Activity****INSPECTIONS**

*Official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1225	<p><b><i>Routine inspections</i></b></p> <p>Records relating to routine inspections conducted either internally or externally to identify and monitor work health and safety risks or hazards.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers health and safety inspections.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The retention period allows sufficient time for the monitoring of the effectiveness of health and safety programs and provides sufficient time for issues identified during the inspection to be rectified.</p>

**Activity****POLICY**

*Developing and establishing decisions, directions and precedents which as a reference for future decision making, are the basis from which the agency's operating procedures are determined.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1226	<p><b><i>Hazardous substances and dangerous goods policies</i></b></p> <p>Records relating to policies for the management of hazardous substances and dangerous goods including their use, presence, handling, monitoring and storage. Substances may include, but are not limited to, chemicals, asbestos, lead and radioactive materials.</p> <p><b>Disposal action –</b> 100 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers policies relating to the management of hazardous substances and dangerous goods. These records cover the requirements of several acts including the <i>Work Health and Safety Act 2011</i> and the <i>Radiation Safety Act 1999</i>.</p> <p>A hazardous substance is one that can have an adverse effect on health following exposure e.g. poisons, substances that cause burns or may cause cancer. Dangerous goods are substances, mixtures or articles that, because of their physical, chemical or acute toxicity properties, present an immediate hazard to people, property or the environment including explosives, flammable liquids and gases and corrosives.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i>  <i>Radiation Safety Act 1999</i></p> <p><b>Business requirements:</b></p> <p>The retention period is based on the ongoing need of an agency to monitor potentially harmful substances in the workplace which could have long-term impacts on employees. Given that reactions to hazardous substances may not become apparent until many years after the initial exposure, the retention period ensures that the agency can defend any future claims for compensation or legal action including claims from the children of employees.</p> <p>The retention provides confidence to the community that the government is taking seriously the management of hazardous substances including asbestos.</p> <p>During the development of the <i>Department of Housing and Public Works Retention and Disposal Schedule</i> (QDAN679), the department sought legal advice as to a suitable retention period for</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		records relating to the management and removal of asbestos. The legal advice recommended a retention period of 100 years which was incorporated into the schedule.
1227	<p><b>Work health and safety policies</b></p> <p>Records relating to work health and safety policies.</p> <p>Excludes policies relating to the management of hazardous substances and dangerous goods.</p> <p><b>Disposal action –</b></p> <p>80 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the requirements of the <i>Work Health and Safety Act 2011</i>.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011</p> <p><i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The 80 year retention period allows for compensation claims that can potentially be lodged at any time during the lifetime of a claimant and is therefore intended to cover the average life expectancy of a claimant. It ensures that the employer retains a record of actions taken and decisions made to address or prevent identified work health and safety risks in the event of a claim for compensation. It also addresses concern with substances such as asbestos which may take many years for symptoms to appear.</p> <p>The community would expect that records relating to work health and safety policies would be retained for a significant period of time to provide evidence of actions and decisions of an employer in the event of a claim. This is especially relevant in light of claims relating to exposure to harmful substances such as asbestos where symptoms may not present for many years after the exposure.</p>

**Activity****RISK MANAGEMENT**

*The identification of risks and hazards and the implementation of appropriate practices and procedures to reduce the number of incidents and the impact of incidents on the agency.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1228	<p><b>High risk</b></p> <p>Records relating to risk management of work health and safety hazards where assessments indicate:</p> <ul style="list-style-type: none"> <li>• a risk to employees and</li> <li>• health surveillance and/or monitoring of employees is necessary and</li> <li>• the severity of the risk is high.</li> </ul> <p><b>Disposal action –</b></p> <p>80 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers risk assessments of work health and safety hazards that potentially have a high risk of impact on life or death situations.</p> <p><b>Regulatory requirements:</b></p> <p>Work Health and Safety Regulation 2011  <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b></p> <p>The 80 year retention period allows for compensation claims that can potentially be lodged at any time during the lifetime of a claimant and is therefore intended to cover the average life expectancy of a claimant. It ensures that the employer retains a record of actions taken and decisions made to address or prevent identified work health and safety risks in the event of a claim for compensation. It also addresses concern with substances such as asbestos which may take many years for symptoms to appear.</p> <p>The community would expect that records relating to the identification and assessment of work health and safety risks would be retained for a significant period of time to provide evidence of actions and decisions of an employer in the event of a claim. This is especially relevant in light of claims relating to exposure to harmful substances such as asbestos where symptoms may not present for many years after the exposure.</p>
1229	<p><b>Low risk</b></p> <p>Records relating to risk management of work health and safety hazards where assessments indicate:</p> <ul style="list-style-type: none"> <li>• a risk to employees and</li> </ul>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers risk assessments of work health and safety hazards that potentially have a low risk of impact on life or death situations.</p> <p><b>Regulatory requirements:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>health surveillance and/or monitoring of employees is necessary and</li> <li>the severity of the risk is low.</li> </ul> <p><b>Disposal action –</b> 30 years after business action completed.</p>	<p>Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i></p> <p><b>Business requirements:</b> The 30 year retention period allows for other compensation claims or legal action that may be brought by the claimant soon after an incident occurs. It ensures that the employer retains a record of actions taken and decisions made to address or prevent identified work health and safety risks in the event of a claim for compensation.</p> <p>The community would expect that records relating to the identification and assessment of work health and safety risks would be retained for a significant period of time to provide evidence of actions and decisions of an employer in the event of a claim.</p>
1230	<p><b>No risk</b> Records relating to risk management of work health and safety hazards where assessments indicate there is no risk to employees and no health surveillance and/or monitoring is required.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers risk assessments of work health and safety hazards where there is no risk of impact on life or death situations.</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011 <i>Work Health and Safety Act 2011</i> <i>Limitation of Actions Act 1974</i></p> <p><b>Business requirements:</b> The 7 year retention period allows for other compensation claims or legal action that may be brought by the claimant in line with the <i>Limitation of Actions Act 1974</i>. It ensures that the employer retains a record of actions taken and decisions made to address or prevent identified work health and safety risks in the event of a claim for compensation.</p> <p>The community would expect that records relating to the identification and assessment of work health and safety risks would be retained for a period of time to provide evidence of actions and decisions of an employer in the event of a claim.</p>

Title	Scope Note
<b>WORKFORCE MANAGEMENT</b>	<i>Hiring and developing employees so that they become more valuable to the agency. An employee is someone directly employed by the agency including permanent, temporary, casual and part-time employees and people working under scholarships, traineeships and apprenticeships.</i>
<b>Background:</b> A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.	
<b>Activity</b>	
<b>EMPLOYEE COMPLAINTS MANAGEMENT</b> <i>Issues or complaints raised by employees in relation to any work incident, action or decision which directly affects them and which they perceive to be unfair or unreasonable.</i>	

Disposal Authorisation	Description of record and retention period	Justification for retention period
1231	<b>Employee complaints</b> Records relating to complaints lodged by an employee, either informally or formally, including complaints handled internally, referred to an external body or referred for external review. May be referred to as grievances. <b>Disposal action –</b> 7 years after business action completed.	<b>Date last reviewed:</b> 26 March 2014 <b>Background/business process:</b> This record class covers the employee complaint resolution process where an employee makes a complaint about an administrative decision, against another employee, agent or contractor or about behaviour regarded as sexual or workplace harassment. Historically this process has also been known as a grievance process. Under section 218A of the <i>Public Service Act 2008</i> , the Chief Executive of the Public Service Commission can issue a directive about how departments must deal with complaints made by officers or employees of the department. There are no specific requirements within the <i>Local Government Act 2009</i> relating to the resolution of employee complaints. <b>Regulatory requirements:</b> <i>Public Service Act 2008</i> <i>Limitation of Actions Act 1974</i> <b>Business requirements:</b>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention of records relating to the resolution of employee complaints must weigh up the requirements of the agency for measuring and dealing with complaints and the natural justice of the employees involved so that records are not used in the future against the employee.</p> <p>The retention period allows for a period of time within which further complaints may be made so that an employer can monitor the actions or behaviours of employees and address a pattern of behaviour.</p> <p>The retention also allows sufficient time for legal action to be commenced in line with the <i>Limitation of Actions Act 1974</i> as well as the pursuance of any appeal or review processes by the employee.</p>

**Activity****EMPLOYEE MISCONDUCT**

*Actions associated with the handling of employee misconduct. Includes investigations, charges, formal enquiries, findings, appeals and outcomes.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1248	<p><b><i>Investigations by external bodies</i></b></p> <p>Records relating to investigations of misconduct conducted by an external body e.g. the Crime and Misconduct Commission.</p> <p><b>Disposal action –</b></p> <p>15 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the misconduct process.</p> <p>The <i>Crime and Corruption Act 2001</i> regulates the Crime and Corruption Commission (CCC) to help prevent major crime and corruption in the public sector in Queensland. Official misconduct is conduct that, if proved, could be a criminal offence or a disciplinary breach providing reasonable grounds for terminating the person's services if the person is or was the holder of an appointment. If a complaint involves or may involve serious or systemic corrupt conduct, the matter must be referred to the CCC. The CCC will then determine whether the matter will be investigated by the CCC or referred back to the agency for further investigation.</p> <p>Official misconduct covers departments, the Queensland Police Service, statutory authorities, government-owned corporations, universities, local governments and courts and prisons. Examples of official misconduct include:</p> <p>a public servant claiming travel allowances for which they are not entitled a residential-care officer assaulting a client a purchasing officer of a department accepting 'kickbacks' during a tendering process a public servant manipulating a selection panel decision to secure a relative a job.</p> <p><b>Regulatory requirements:</b></p> <p><i>Crime and Corruption Act 2001</i></p> <p><i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>Investigations into official misconduct involve serious breaches of the public's trust in the public service. The retention period reflects the importance of matters that require investigation by the CCC. The majority of records held by the agency will cover the initial allegation, evidence of the misconduct and the outcome.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The retention period reflects the seriousness of the matter and allows the agency to remediate policies and procedures so that a similar situation does not occur in the future. It also allows for monitoring of the situation to ensure recommended actions by the CCC are implemented.</p> <p>As the CCC is the investigating agency, an agency can always refer to them for information regarding previous investigations regarding one of their employees within the approved retention periods.</p> <p>This retention period also allows sufficient time to identify complaints or trends which may at a later stage warrant a permanent retention by the CCC due to the seriousness of the allegation(s).</p>
1249	<p><b>Internal investigations</b></p> <p>Records relating to investigations of misconduct investigated internally by the agency.</p> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers investigations into misconduct which have been referred to the CCC and where the investigation has been referred back to the agency to conduct. Matters which are deemed to be of a less serious nature are usually referred back to the originating agency.</p> <p><b>Regulatory requirements:</b></p> <p><i>Crime and Corruption Act 2001</i></p> <p><i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>This retention period allows sufficient time for the agency to implement whatever disciplinary action arises from the investigation e.g. demotion or salary penalty. The time period allows remedial action to be taken but also allows for natural justice so that the records cannot be referred to during future interactions with the employee and they cannot be used against them. The time period however does allow for the employer to monitor the situation in case of a recurrence of the same matter.</p>
1250	<p><b>Frivolous or vexatious allegations</b></p> <p>Records relating to allegations of misconduct where no investigation is required e.g. the allegations are declared frivolous or vexatious.</p> <p><b>Disposal action –</b></p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers investigations into misconduct that have no founding e.g. they are regarded as frivolous or vexatious. Section 44 of the <i>Crime and Corruption Act 2001</i> allows for the declaration of a complaint as frivolous or vexatious.</p> <p><b>Regulatory requirements:</b></p> <p><i>Crime and Corruption Act 2001</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	2 years after business action completed.	<i>Public Service Act 2008</i> <b>Business requirements:</b> The retention period allows sufficient time for all reporting and documentation processes to be completed.

**Activity****EMPLOYMENT HISTORY**

*Managing the general conditions of employment for employees including their appointment, relocation, employment and medical history.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1232	<p><b>Employment history – summaries</b></p> <p>Records that summarise the employment of all employees of an agency.</p> <p>Summary information may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• appointment dates</li> <li>• commencement and separation dates</li> <li>• date of birth</li> <li>• education</li> <li>• employment/service dates</li> <li>• name</li> <li>• positions held</li> <li>• qualifications</li> <li>• superannuation contributions.</li> </ul> <p><b>Disposal action –</b> Permanent. Transfer to QSA after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers summary records of employment history.</p> <p><b>Business requirements:</b> Although it is not a legislative requirement for the public service to create and keep a summary record of public servants, this record provides a useful summary of the employment history of public servants over time. Many agencies would create such a record in the normal course of business to manage their workforce.</p> <p><b>Permanent retention criteria:</b> These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 3 – Enduring Rights and Entitlements.</li> </ul>
1233	<b>Employee service history</b>	<b>Date last reviewed:</b> 26 March 2014

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to the appointment and consolidated employment history of employees.</p> <p><b>Disposal action –</b></p> <p>80 years from date of birth or 7 years from date of separation, whichever is later.</p>	<p><b>Background/business process:</b></p> <p>This is a revised record class that includes records summarising leave taken by employees.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Service Act 2008</i></p> <p><i>Industrial Relations Act 1999</i></p> <p><i>Fair Work Act 2009 (Cwlth)</i></p> <p><b>Business requirements:</b></p> <p>These records are required to protect the rights and entitlements of employees especially in relation to superannuation and leave claims. This is especially relevant for temporary employees who may have to prove employment with several agencies over many years.</p> <p>The retention period covers the increased working life of employees who may be required to make superannuation claims. From 1 July 2017, the qualifying age for the Age Pension will increase from 65 years to 65 and a half years. The qualifying age will then rise by six months every two years, reaching 67 years by 1 July 2023 (information from Department of Human Services).</p> <p>The record class includes pecuniary/declarations of interest records which are required to be retained as part of the employee's personal file.</p>
1234	<p><b>Service history – contractors, volunteers and work placements</b></p> <p>Records relating to contractors and other staff not directly employed by the agency e.g. staff sourced through an employment/recruitment agency, apprentices supplied by a group training organisation. Includes volunteers and work experience placements.</p> <p><b>Disposal action –</b></p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers records created concerning contractors and other staff not directly employed through the agency.</p> <p><b>Regulatory requirements:</b></p> <p><i>Industrial Relations Act 1999</i></p> <p><i>Fair Work Act 2009 (Cwlth)</i></p> <p><b>Business requirements:</b></p> <p>Agencies have no requirements to pay superannuation or leave payments to contractors or staff provided through an employment agency. However records relating to their service history may be required in the event that there is a dispute, legal action or a claim arising from their work history with the agency.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	7 years after business action completed.	
1235	<p><b>Employee medical examinations</b></p> <p>Records relating to the implementation and administration of medical examinations of employees to determine fitness for duty.</p> <p>Excludes medical examinations for exposure to hazardous substances.</p> <p><b>Disposal action –</b> 10 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers records relating to medical examinations for reasons other than exposure to hazardous substances. Certain employees are required to undergo health and fitness testing to ensure that they can continue to perform their duties. In some roles, a medical exam may be required prior to appointment.</p> <p><b>Regulatory requirements:</b> Work Health and Safety Regulation 2011</p> <p><b>Business requirements:</b> As these records will contain medical records, it is prudent to retain them for the same period of time as that associated with medical records created by Queensland Health.</p>
1236	<p><b>Relocation expenses</b></p> <p>Records relating to expenses incurred as a result of the appointment, transfer or redeployment of an employee including expenses for the removal, storage or relocation of personal and household effects, travel and temporary accommodation.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Public Service Commission Directive 11/11 Transfer and Appointment Expenses stipulates that an employee that is transferred, redeployed or promoted can be assisted with costs incurred by the employee because of the transfer including:</p> <ul style="list-style-type: none"> <li>• expenses relating to conveying the employee and the employee's family and their effects to the new location</li> <li>• travel costs</li> <li>• temporary accommodation.</li> </ul> <p><b>Business requirements:</b> The retention period has not changed from GRDS v.7.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The directive requires documentary evidence to be provided to support the claim for reimbursement, which will be subject to audit requirements.</p> <p>The payment of expenses has a taxation implication for the employee. Taxation records are required to be retained under Commonwealth taxation legislation for 5 years.</p> <p>Costs are required to be paid back by a permanent employee if they leave the position within 3 years of appointment. The retention period allows sufficient time for the amount to be paid back within the agreed timeframe.</p>
1238	<p><b>Work diaries – Chief Executive Officer – significant</b></p> <p>Diaries and appointment books of Chief Executive Officers (or equivalent) that document information about significant issues.</p> <p>Includes electronic diaries and calendars.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• private appointments not related to official duties</li> <li>• diaries of Ministers, Assistant Ministers and Mayors.</li> </ul> <p><b>Disposal action –</b></p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p><b>Date last reviewed:</b> June 1997</p> <p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class covers diaries and appointment books of Chief Executive Officers (or equivalent) that document information about significant issues.</p> <p>Agencies keep diary and appointment books as a record of appointments related to official duties. In the course of maintaining a diary or appointment book, information about significant issues and events may be recorded by the agency.</p> <p><b>Business requirements:</b></p> <p>Diaries and appointment books can include details about significant issues that are not documented in other records. In some instances, there may be limited records permanently retained about significant issues and the diary or appointment book helps agencies to provide evidence about the issue and its associated decisions.</p> <p><b>Permanent retention criteria:</b></p> <p>These records provide evidence of the following characteristics from the Queensland State Archives Appraisal Statement and should be retained as archival records for future research:</p> <ul style="list-style-type: none"> <li>• 2 – Primary Functions and Programs of Government</li> <li>• 4 – Significant Impact on Individuals.</li> </ul>
1239	<p><b>Work diaries – Chief Executive Officer – other</b></p>	<p><b>Date last reviewed:</b> February 2004</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Diaries and appointment books of Chief Executive Officers (or equivalent) that document official duties.</p> <p>Includes electronic calendars.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• private appointments not related to official duties</li> <li>• diaries of Local Government Councillors.</li> </ul> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This record class covers diaries and appointment books of Chief Executive Officers (or equivalent) that document official duties. Agencies keep diary and appointment books as a record of appointments related to official duties.</p> <p><b>Business requirements:</b> Agencies may need to refer back to diary and appointment books over a period of time to track details of projects and other official duties that may require regular or ongoing appointments. The retention period allows agencies to refer back to past diary and appointment books for a sufficient time period to answer enquiries that may result from meetings or appointments relating to official duties. The retention period also allows agencies sufficient time to refer to these records should any legal action be commenced in line with the <i>Limitation of Actions Act 1974</i>.</p>

**Activity****EMPLOYMENT SCREENING**

*Screening persons to ensure the safety and security of the Queensland community, particularly children, and to maintain public confidence in the integrity of the Queensland public service.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1240	<p><b><i>Criminal history checks</i></b> Records relating to criminal history checks undertaken on an employee who is performing relevant or prescribed duties to assess their ongoing risk and suitability for a role. Includes criminal history checks of persons a public authority proposes to engage or employ to perform relevant or prescribed duties as well as contractors, students and volunteers.</p> <p><b>Disposal action –</b> Until assessment of individual is complete.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> Chapter 5, Part 6 of the <i>Public Service Act 2008</i> covers criminal history screening for assessing the suitability of current and prospective employees. No differences are highlighted in the criminal history process for prospective and current employees. The <i>Public Service Act 2008</i> also specifically refers to the management of information received in relation to criminal history screening regardless of its purpose, such as pre and ongoing employment checks. This class covers criminal history checks undertaken in accordance with the <i>Public Service Act 2008</i>, the <i>Local Government Act 2009</i>, and any other act requiring a criminal history check on current and prospective employees such as service employees employed under the <i>Police Service Administration Act 1990</i>.</p> <p><b>Regulatory requirements:</b> <i>Public Service Act 2008</i> <i>Local Government Act 2009</i> <i>Police Service Administration Act 1990</i></p> <p><b>Business requirements:</b> Under s169 of the <i>Public Service Act 2008</i>, a criminal history report is no longer required to be kept after an assessment about the person has been made. The report, notice and any other document required must be destroyed. Information received during the criminal history checking process cannot be used for any purpose other than that for which it was originally created. Under s172 of the <i>Public Service Act 2008</i>, a criminal history report or police information report cannot be disclosed or access to the document given to anyone else. This section would be breached if these records were kept longer than for original purpose for which they were obtained</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>or if made available on a file that included other types of employment screening and/or service history records.</p> <p>The retention period ensures that records are kept for the assessment of the individual only.</p>
1241	<p><b>Employment screening assessments</b></p> <p>Records relating to employment screening undertaken on an employee who is performing relevant or prescribed duties to assess their ongoing risk and suitability for a role. Includes screening of persons an agency proposes to engage or employ to perform relevant or prescribed duties as well as contractors, students and volunteers.</p> <p>Excludes criminal history checks.</p> <p>Includes the following types of employment screening:</p> <ul style="list-style-type: none"> <li>• child-related duties (working for children) requests made by an agency</li> <li>• past adverse disciplinary action</li> <li>• security screening and background checks.</li> </ul> <p><b>Disposal action –</b> 7 years after separation.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>Employment screening is covered under various pieces of legislation at both the state and commonwealth level depending on the position and/or field the person is employed in.</p> <p>This class also includes recent changes to the <i>Workers' Compensation and Rehabilitation Act 2003</i> (sections 571B-571C) where a prospective employee's worker's compensation claims history and pre-existing medical conditions can be used when considering and selecting a prospective worker for employment.</p> <p><b>Regulatory requirements:</b> <i>Workers' Compensation and Rehabilitation Act 2003</i></p> <p><b>Business requirements:</b></p> <p>These records provide evidence of the checks, assessments and determinations made on an employee to determine the ongoing risk and suitability of their role. The employment screening aims to ensure safety and security for the Queensland community, particularly children, and maintain public confidence in the integrity of the Queensland public service.</p> <p>These records are required for the duration of a person's employment to provide a history of their continued screening to determine suitability of role such as changed employment circumstances. The records are required seven years after separation to cover any legal issues that may arise following an employee's separation from an agency.</p> <p>Under s.572A of the <i>Workers' Compensation and Rehabilitation Act 2003</i>, a worker's compensation claims history summary cannot be used for any purpose other than for the purposes of the employment process and be disclosed or given to anyone else. Penalty units apply to this section. However, these records are required by an agency to support their decision if a false or misleading disclosure is identified as the prospective worker or any other claimant will not be entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.</p> <p>The retention period allows sufficient time for the records to be referred back to by the agency if a claim or other legal action occurs.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1242	<p><b><i>Criminal history check registers</i></b></p> <p>Entries made in a criminal history screening register.</p> <p><b>Disposal action –</b></p> <p>7 years after separation.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the register of criminal history checks that is often retained by agencies as part of standard policies and procedures surrounding employment screening and criminal history checks.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>The purpose of the register is to retain a record that a check was carried out and a history of all checks undertaken on an employee. Even though s169 of the <i>Public Service Act 2008</i> refers to the disposal of criminal history information after an assessment about the person has been made, it covers only the criminal history disclosures and criminal history report. A history of criminal checks is needed to support employment screening activities (1241) and therefore the same retention period of 7 years after separation is required.</p>

**Activity****EVALUATION**

*Determining the suitability of positions, roles and duties of employees.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1243	<p><b>Position/role creation and evaluation</b></p> <p>Records relating to the creation, variation, abolition, transfer, review and evaluation of positions, roles and duties of employees against existing or planned organisational structures.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers both the creation and evaluation of position descriptions, roles and duties of employees.</p> <p><b>Regulatory requirements:</b> <i>Public Service Act 2008</i></p> <p><b>Business requirements:</b> Agencies are required to evaluate employee positions and duties against the requirements of the organisation in order to ensure the continued efficiency of the organisation. The retention period allows sufficient time for future reviews of an organisation's structure to occur.</p>

**Activity****HEALTH AND WELLBEING PROMOTION**

*Promoting agency programs which encourages a healthy and safe work environment.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1244	<p><b>Health and wellbeing programs</b></p> <p>Records relating to the promotion, development and implementation of programs, which encourage a healthy and safe work environment and safe work practices.</p> <p>Programs may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• massages</li> <li>• health screening, e.g. blood pressure &amp; cholesterol testing</li> <li>• immunisation</li> <li>• counselling, e.g. bereavement, career, hardship relief, trauma, welfare</li> <li>• professional coaching.</li> </ul> <p><b>Disposal action –</b></p> <p>7 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b></p> <p>This record class merges record classes from GRDS v.7 for records relating to health and wellbeing programs and employee support programs.</p> <p>These 2 record classes have been merged because they are both about the health and wellbeing of employees – specifically physical and mental health.</p> <p><b>Business requirements:</b></p> <p>The retention period has not changed from GRDS v.7.</p> <p>The retention period allows sufficient time for the monitoring of the effectiveness of such programs and ensures the records are available during the development of future programs. It ensures that records are retained in case of any disputes that may arise with service providers as well as information that may be required to advise and assist with further counselling sessions.</p> <p>The retention period is consistent with attendance (1245), employee performance (1255) and employee separation (1259).</p>

**Activity****LEAVE**

*Administering leave and documenting attendance for employees. Includes unauthorised leave taken by employees.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1245	<p><b>Attendance</b> Records that document the attendance of all employees. Includes records relating to leave requests, approvals and refusals.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers records that document attendance and leave requests (including approvals and refusals for leave) of employees by the agency. Agencies are required to document the attendance of their employees in order for the payment of salaries and wages to be made. Employees are required to request leave in accordance with their employment conditions and entitlements. Supporting documentation such as medical certificates is also required to validate a claim for leave.</p> <p><b>Regulatory requirements:</b> <i>Industrial Relations Act 1999</i> <i>Public Service Act 2008</i></p> <p><b>Business requirements:</b> Section 366 of the <i>Industrial Relations Act 1999</i> states that an employer must keep a time and wages record for each industrial instrument employee for 6 years. The retention period allows processed leave and time sheets to be consulted and/or audited in the event of a dispute or a claim for workers compensation.</p>

**Activity****PERFORMANCE MANAGEMENT**

*Identifying, evaluating and developing employee work performance so that the agency's goals and objectives are achieved. Helps benefit employees through recognition, performance feedback, catering for work needs and offering career guidance.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1254	<p><b>Employee performance management programs</b></p> <p>Records relating to the development, implementation and management of employee performance management programs including reward and recognition schemes.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers employee performance management programs. The Public Service Commission supports a number of performance and development frameworks designed to expand the knowledge and skills of public servants to deliver a world class public sector. Each agency is responsible for implementing its own program or framework.</p> <p><b>Business requirements:</b> The retention of these records allows for reference to development material during future reviews of performance management programs. It also allows a period for reference back to previous programs by the employer or employee to answer queries.</p>
1255	<p><b>Employee performance</b></p> <p>Records relating to the assessment, evaluation and review of an employee's work performance including annual assessments and performance improvement.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers the performance improvement and assessment programs implemented by agencies. The Public Service Commission supports a number of performance and development frameworks designed to expand the knowledge and skills of public servants to deliver a world class public sector.</p> <p><b>Business requirements:</b> The retention of these records supports an employer's monitoring of the performance of its employees over time at both an individual employee level and across the workforce. It allows for the monitoring of improvements as well as evidence of the completion of agreed performance targets or training.</p>
1256	<p><b>Employee awards, honours and prizes</b></p>	<p><b>Date last reviewed:</b> 26 March 2014</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Records relating to the conferring of awards, honours and prizes, either internally or externally, on individuals, employees and teams in recognition of their achievements or service. Includes awards given as part of reward and recognition programs.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Background/business process:</b> This record class covers the conferring of awards on employees.</p> <p><b>Business requirements:</b> The retention of these records supports the implementation of reward and recognition schemes and allows the employer to keep track of who received an award and when.</p>

**Activity****RECRUITMENT**

*Employing suitable staff to fill vacant agency positions. Includes permanent, temporary, contracted staff and consultants.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1257	<p><b>Recruitment and selection</b></p> <p>Records relating to the recruitment and selection of employees.</p> <p>Excludes criminal history checks and applications of successful applicants.</p> <p><b>Disposal action –</b></p> <p>3 years after recruitment finalised.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers records relating to the recruitment process.</p> <p>Agencies are required to undergo recruitment processes in order to select the most suitable applicants for employment. Temporary employees that have been through a merit based selection process can have their positions reviewed after 2 years of service for transfer to a permanent role under the Public Service Commission directive <i>Temporary employment: 20/10</i>. Certain decisions relating to employment cannot be appealed as outlined under section 195 of the <i>Public Service Act 2008</i>. Other appointments can be appealed in certain circumstances under section 196 of the Act. Appeals must be started within 21 days of notice of the decision being given.</p> <p><b>Regulatory requirements:</b></p> <p><i>Public Service Act 2008</i></p> <p><b>Business requirements:</b></p> <p>Agencies are required to maintain records relating to recruitment for a short period in the event of an appeal where allowed under legislation and to answer queries from unsuccessful applicants as to why they were unsuccessful.</p> <p>The retention period covers the time period allowed for the commencement of an appeal or review of an appointment decision.</p> <p>The retention also covers the fact that unsuccessful applications are generally retained for a period of 12 months in the event of a similar position arising in the future or if the successful applicant withdraws.</p> <p>The retention period also allows for the transfer of temporary employees to permanent status after 2 years of service in the same role where it may be required to prove that a candidate underwent a merit based recruitment and selection process.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
1319	<p><b>Recruitment/employment schemes</b></p> <p>Records relating to the administration of recruitment and employment schemes intended to attract or recruit employees into the workforce including migration schemes, volunteer, apprentice, trainee or work experience programs.</p> <p><b>Disposal action –</b></p> <p>2 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b></p> <p>This record class covers the administration of various employment/recruitment schemes.</p> <p><b>Business requirements:</b></p> <p>Agencies develop schemes to attract and employ suitable employees into the workforce. These records are only required to be retained while the scheme is in place.</p>

**Activity****REHABILITATION**

*Supporting the return to work of an injured employee to ensure the employee's earliest possible return to work and/or maximise the employee's independent functioning. The process aims to assist the worker to achieve their pre-injury status and includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation and return to work coordinator or other assigned officer.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1258	<p><b>Rehabilitation programs</b> Records relating to the workplace rehabilitation of employees following injury or illness.</p> <p><b>Disposal action –</b> 55 years after business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> Employers have a responsibility to employees that are entitled to worker's compensation to secure the rehabilitation and early return to work of the employee under the <i>Workers' Compensation and Rehabilitation Act 2003</i>. Some agencies implement rehabilitation programs for injured or ill workers even though they may not have been injured at work.</p> <p><b>Regulatory requirements:</b> <i>Workers' Compensation and Rehabilitation Act 2003</i></p> <p><b>Business requirements:</b> The retention period has been increased from 50 years under GRDS v.7 to 55 years. The rehabilitation process is often implemented in conjunction with a worker's compensation claim. It is therefore prudent to retain these records for a similar period – which is 55 years for WorkCover Queensland rehabilitation records (QDAN484 1.3.1 Rehabilitation assessment and treatment).</p> <p>In the event that rehabilitation is not related to a claim, the retention period allows sufficient time for an employer to monitor the progress and trends of such rehabilitation schemes either across the workforce or for individual employees.</p>

**Activity****SEPARATIONS**

*Managing the departure of employees from the agency due to resignation, retirement, redeployment, redundancy, termination or death.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1259	<p><b>Employee separation</b> Records relating to the administration of employee separation schemes including resignation, retirement, redeployment, redundancy (including voluntary redundancy), termination, dismissal and retrenchment.</p> <p><b>Disposal action –</b> 7 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers the administration of various employee separation schemes. Agencies may operate a number of schemes to reduce the number of employees required by the organisation e.g. voluntary redundancy schemes.</p> <p><b>Regulatory requirements:</b> <i>Industrial Relations Act 1999</i></p> <p><b>Business requirements:</b> The retention period allows for the efficient administration of such schemes as well as potential legal action or union activity arising from the impacts of such schemes.</p>

**Activity****TRAINING**

*All types of training to develop the skills and knowledge of agency employees and volunteers.*

Disposal Authorisation	Description of record and retention period	Justification for retention period
1261	<p><b>Training provision</b> Records relating to the development and delivery of training programs, seminars and workshops organised by the agency where the agency is not a Registered Training Organisation.</p> <p><b>Disposal action –</b> 5 years after business action completed.</p>	<p><b>Date last reviewed:</b> 26 March 2014</p> <p><b>Background/business process:</b> This record class covers records created by agencies when providing training. It does not cover records of agencies that are Registered Training Organisations (RTO) that have specific requirements under the <i>National Skills Standards Council Policy: Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector</i> to retain records of qualifications issued and statements of attainment for 30 years.</p> <p><b>Regulatory requirements:</b> <i>National Skills Standards Council Policy: Application of the Australian Qualifications Framework Qualifications Issuance Policy within the VET Sector</i></p> <p><b>Business requirements:</b> The retention period allows for the efficient administration of training schemes and allows for reference back to training material during the development of future schemes.</p>
1262	<p><b>Registered Training Organisation (RTO) status</b> Records relating to an agency where they have attained Registered Training Organisation (RTO) status.</p> <p><b>Disposal action –</b> 30 years after registration ceases.</p>	<p><b>Date authorised:</b> September 2016</p> <p>A full analysis of Workforce Management has not been done for this review. While classes have been consolidated to improve usability, no additional research into comparisons with other jurisdictions or legislation has been undertaken. Business requirements have been included from an earlier appraisal report.</p> <p><b>Background/business process:</b> This is a new record class for this activity. An RTO is an organisation, registered in accordance with the <i>Australian Quality Training Framework (AQTF) Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations</i>, to provide specific vocational education and training and/or assessment services.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>To become registered an organisation must comply with the Standards for Registered Training Organisations and must submit to audits, as required by the registering body. The organisation must:</p> <ul style="list-style-type: none"> <li>• self assess all of its operations against the Standards for Registered Training Organisations</li> <li>• complete relevant application forms and pay fees as required by the registering body</li> <li>• undergo an evaluation by a registering body, including an audit process across all of its operations and types of delivery, to ensure compliance with the Standards for Registered Training Organisations.</li> </ul> <p>A registered training organisation may offer vocational education and training to overseas students in Australia, but must first be approved for listing on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). These requirements are additional to the AQTF.</p> <p>Once an agency becomes a registered RTO, the registration lasts 5 years and can be renewed.</p> <p><b>Regulatory requirements:</b> Standards for NVR Registered Training Organisations 2012</p> <p><b>Business requirements:</b> This retention period is based on the Standards for NVR Registered Training Organisations 2012. Section 12.3 of the standard requires that an RTO must retain client records of attainment of units of competency and qualifications for a period of 30 years. Given this requirement to retain student records for 30 years, agency RTO registration records have also been set at 30 years.</p> <p>This retention period ensures any relevant registration records are available in the event of an audit and is consistent with the retention of similar records by the Commonwealth.</p>

Title	Scope Note
<b>TRANSITORY AND SHORT TERM</b>	<p><i>Transitory and short term records are created as part of routine transactional business practices and are only required to be kept for a short period of time.</i></p> <p><i>Agencies remain responsible for:</i></p> <ul style="list-style-type: none"> <li>• <i>determining their specific legal obligations for the retention of records relating to their business activities. Where a disposal requirement under this schedule does not meet an agency's specific regulatory requirement, please refer to your agency's core business or sector schedule</i></li> <li>• <i>ensuring records being disposed of are covered by the classes and not listed in the specific exclusions provided in each record class</i></li> <li>• <i>determining when 'business use ceases' within its context (i.e. this is when any business, accountability, community or cultural requirements have ceased, or were never evident)</i></li> <li>• <i>before destroying records, identifying those records that may be required for longer, including where:</i> <ul style="list-style-type: none"> <li>○ <i>they are or may be required for judicial and litigation proceedings, Commissions of Inquiry, or legal action, whether or not the State is a party to that litigation</i></li> <li>○ <i>there is any other law or policy requiring the records be retained, for example, a current disposal freeze or retained in accordance with the Evidence Act 1977 and the Criminal Code Act 1899.</i></li> </ul> </li> </ul> <p><i>Transitory and short term records described in this schedule do not require formal destruction documentation as per Principle 2 of Information Standard 31: Retention and disposal of public records (IS.31). Depending on your business requirements, they also do not need to be formally captured into an agency's recordkeeping solution (e.g. eDRMS, business application with appropriate recordkeeping functionality).</i></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
1268	<p><b>Administrative arrangements</b></p> <p>Records relating to administrative arrangements undertaken by agencies in the course of daily business.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>All agencies create records of administrative arrangements for daily business activities. This record class covers routine records for administrative arrangements that do not relate to:</p> <ul style="list-style-type: none"> <li>• financial transactions</li> <li>• training course materials, including training in hazardous substances</li> <li>• travel authorisations and travel approvals</li> <li>• planning and management of marketing campaigns</li> <li>• recruitment and employment programs</li> <li>• visit reports</li> <li>• other administrative records covered separately in the schedule.</li> </ul> <p><b>Business requirements:</b></p> <p>There are no ongoing legal or accountability requirements for these records. Each agency will have the flexibility to determine how long administrative arrangement records should be retained for.</p>
1269	<p><b>Appointment diaries, calendar entries and duty rosters</b></p> <p>Records relating to scheduling meetings and organising and planning work during a given period.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This record class covers records relating to scheduling meetings and otherwise organising or planning work in an agency. It does not cover records that relate to:</p> <ul style="list-style-type: none"> <li>• work diaries of Ministers, Assistant Ministers and Chief Executive Officers (or equivalent)</li> <li>• diaries required for evidence of particular functions</li> <li>• diaries, calendars or rosters required as evidence of attendance.</li> </ul> <p><b>Business requirements:</b></p> <p>Employee work diaries, excluding those of CEOs, have been assigned a business use ceases retention period. Given that there are no ongoing legal or accountability requirements for these records, QSA has adopted the approach of other jurisdictions in classifying these as short term value records.</p>
1102	<b>Cardholder data</b>	<b>Date authorised:</b> September 2016

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Cardholder data information captured as part of a financial transaction, including information processed, transmitted or stored in any form.</p> <p><b>Disposal action –</b> Until business action completed.</p>	<p><b>Background/business process:</b></p> <p>Agencies may receive customer credit card details (cardholder data) as a method of payment for goods, services or for other purposes, such as the payment of fines. These details may be received in electronic or paper format, or over the telephone.</p> <p>Regardless of the format in which the cardholder data is received, each agency should have in place a documented business process for processing of the payment, including:</p> <ul style="list-style-type: none"> <li>• where the data resides</li> <li>• who has access to it (including any redaction procedures)</li> <li>• timing of disposal based on when business use ceases.</li> </ul> <p>Agencies must ensure their process follows the requirements of the Payment Card Industry Data Security Standard (PCI DSS). This standard states that storage is only permitted for certain data, with redaction of some information required. Permitted data is:</p> <ul style="list-style-type: none"> <li>• primary account number (PAN) (rendered unreadable)</li> <li>• cardholder name</li> <li>• expiration date</li> <li>• service code.</li> </ul> <p>The standard also identifies some data elements, which are not to be stored at all. The latter is covered in a separate disposal class below (1103).</p> <p><b>Regulatory requirements:</b></p> <p>Payment Card Industry Data Security Standard (PCI DSS)</p> <p>The Payment Card Industry Data Security Standard can be downloaded at <a href="https://www.pcisecuritystandards.org/security_standards/documents.php">https://www.pcisecuritystandards.org/security_standards/documents.php</a></p> <p><b>Business requirements:</b></p> <p>Under section 3.1 of the PCI DSS, storage of cardholder data must be kept to a minimum by implementing data retention and disposal policies, which will limit [the] “data storage amount and retention time to that, which is required for legal, regulatory and/or business requirements”.</p> <p>Changing the disposal action to “Retain until business use ceases” will allow agencies to determine when these records are no longer required and undertake disposal as appropriate.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>QSA has no specific need for agencies to capture and retain the data, nor document the disposal of it – this is a business decision for them, and they can choose to dispose of immediately if that suits their business need.</p> <p>Where there is a need to keep other parts of the record for a certain period of time after the card transaction has occurred, for example to show payment has been received, orders sent etc., the cardholder data must be stored or redacted in some way, in accordance with the requirements of the PCI DSS. Whether these records take the form of paper or will be stored in their native electronic format, how this is managed will form part of the overall business process developed and implemented by the agency.</p> <p>Queensland Treasury agree with the disposal action.</p>
1061	<p><b><i>Collections – control and management</i></b></p> <p>Records relating to the control and management of general collections including:</p> <ul style="list-style-type: none"> <li>• cataloguing</li> <li>• inventories and stocktakes</li> <li>• item preservation, including book binding and repairs.</li> </ul> <p><b>Disposal action –</b> Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p><u>Cataloguing:</u></p> <p>The majority of collecting institutions will have an online management system listing the items that are held within the collection.</p> <p>Library cataloguing is governed by Resource Description and Access (RDA) which is the successor of AACR2 (Anglo-American Cataloguing Rules). The two main classification systems used are Dewey and Library of Congress.</p> <p>The standard for subject heading classification is the Library of Congress Subject Headings (LCSH).</p> <p>The standard for name heading classification is the Library of Congress Name Authorities (LCNA).</p> <p><u>Preservation:</u></p> <p>Library materials will gradually deteriorate due to high use. The main preservation activities done in libraries are repairs, e.g. replacing a cover or gluing a spine back onto a book.</p> <p><u>Inventories:</u></p> <p><u>Libraries</u></p> <p>Libraries need methods, such as inventories, to determine whether their collections are in good shape, or whether some preservation or conservation activities are necessary. Agencies use inventories to check they are acquiring materials against the standard for acquisitions in relation to population in the Queensland Public Library Standards and Guidelines: Library Collections</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>Standard. Inventories can also identify anomalies in the catalogue and provide an opportunity to correct catalogue records and labelling of items.</p> <p><u>Museums</u></p> <p>An inventory is an itemised list of objects that the museum has accessioned or received via loan(s) and must be physically located by an examiner. A complete or random inventory of the collection must be carried out periodically to ensure the museum is operating under best practices and for security purposes. The museum is legally responsible and ethically obligated for the maintenance of up-to-date information detailing the location of all objects within the collection, including loaned items and objects that have yet to be accessioned.</p> <p><u>Art Collection</u></p> <p>Collection inventory is the physical verification of the presence, location and condition of the objects for which the gallery has assumed responsibility. By conducting annual inventories of designated parts of the collection, the gallery fulfils its legal and ethical responsibilities. The inventory provides accountability, location updates and ensures the accuracy of collection records and documentation. It also provides the opportunity to check the condition of each work, and aids in maintaining the security of the collections.</p> <p><u>Stocktakes:</u></p> <p>A library, museum or art collection policy should be in place to outline the cycle of stocktakes. Some libraries stocktake the entire collection yearly, but others will stocktake the most used collections yearly and the remaining collections every 2 years. Regular stocktakes result in more accurate catalogue data.</p> <p><b>Regulatory requirements:</b></p> <p>Resource Description &amp; Access (RDA)</p> <p>MARC21</p> <p>Queensland Public Library Standards and Guidelines: Library Collections Standard</p> <p>International Guidelines for Museum Object Information: the CIDOC Information Categories</p> <p><b>Business requirements:</b></p> <p>The retention period has been amended from GRDS v.7 to be in line with the transitory section. A majority of existing schedules, both within Queensland and interstate, have a minimal retention period for these records. Given that many control and management records for general collections have a limited need to be referred back to after an action (e.g. stocktake, catalogue,</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>etc.) is completed or updated, a decision has been made to allow each agency to determine how long these records need to be retained to meet their individual needs.</p> <p>This approach is consistent with the retention of similar records by NSW, NT, Victoria and WA.</p> <p><b>Other comments/factors for consideration:</b></p> <p><u>Stocktake</u></p> <p>Doing an inventory of all collections in the library will identify the collections for inclusion in the stocktake. Using the catalogue reporting system, record the number of missing or lost items prior to the stocktake so that the statistics can be used for comparison on completion of the stocktake.</p> <p>Prior to the stocktake, items should be shelved in the correct location and a shelf check is undertaken. This will reduce errors resulting from incorrect shelving. The shelf check will also provide the opportunity to remove items requiring repairs, relabelling or consideration for weeding.</p> <p>Ideally, prior to the stocktake the collection should be weeded.</p>
1270	<p><b><i>Routine computer operations</i></b></p> <p>Covers records supporting the agency's routine operation of computer applications, including:</p> <ul style="list-style-type: none"> <li>• records documenting access to the agency's data and information</li> <li>• application output or input records required for checking, matching and control purposes</li> <li>• moving of data from one storage device to another (e.g. hierarchical storage management)</li> </ul>	<p><b>Date authorised:</b> December 2016</p> <p><b>Business requirements:</b></p> <p>This class was modified on 22/12/2016 for editorial amendment purposes to provide further examples and make the scope clearer. The intent of the class has not changed and a new disposal authorisation was not required.</p> <p>Based on an existing ephemeral record class.</p> <p>This record class has been significantly expanded based on feedback received through the GRDS review consultation process. This record class has also been reviewed by the Digital Archives team.</p> <p><b>Comparison with other schedules' retention period:</b></p> <p><i>State Records Regulation 2015 (New South Wales) Schedule 2 Guidelines on what constitutes normal administrative practice</i> Reference 13 Computer record that may be disposed of</p> <p><i>Archives Office of Tasmania Disposal Schedule for Short-Term Value Records DA2158</i> Reference 01.01.12 Back-up copies – Destroy when reference ceases</p> <p><i>State Records Office of Western Australia General Disposal Authority for State Government Information</i> Reference 39.6 Computer test records – Destroy when reference ceases</p> <p><b>Previous schedules:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<ul style="list-style-type: none"> <li>• routine data recovery processes (e.g. from a back-up tape or where information is restored by the end user)</li> <li>• erasing or overwriting data stored on digital media prior to disposal (i.e. sanitisation)</li> <li>• records/data with no requirement for ongoing evidence of actions or decisions</li> <li>• transient and intermediate data that assists with the prime functions of an application, where it:               <ul style="list-style-type: none"> <li>• is derivative in nature, or</li> <li>• has no currency beyond processing need</li> </ul> </li> </ul> <p><b>Disposal action –</b> Until business action completed.</p>	<p>QDAN249 v.7:</p> <ul style="list-style-type: none"> <li>• Reference 13.6.2 Records relating to routine operation of information and communications technology, including administration of user access/permissions – Retain for 2 years after last action</li> <li>• Reference 16.1.12 Manuals and instructions – superseded – Retain until reference ceases</li> </ul> <p>Reference 16.1.14 Superseded computer logs – Retain until reference ceases</p>
1069	<p><b>Contact centre recordings</b></p> <p>Records relating to the recording of customer and client calls created/ maintained to support the provision of customer services and</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a new record class for this activity. This record class can be used by any agency that have a contact/call centre.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>monitoring of service standards and quality.</p> <p>Excludes call centre recordings created as the official record of advice provided.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p>A contact centre is a central or distributed contact point in an organisation from which customer contacts are primarily managed. Workers in a contact centre may:</p> <ul style="list-style-type: none"> <li>• respond to inbound and initiate outbound telephone contact or electronic requests</li> <li>• engage in face-to-face interaction</li> <li>• use telephone and/or computer technology.</li> </ul> <p>Call monitoring may be used as a coaching, performance assessment and development tool. The development of the process and outcomes of call monitoring should involve a cooperative and collaborative approach between employees and contact centre management. Recording of calls also allows for reinforcement of good performance as well as acknowledging areas for improvement.</p> <p>Employees should be given reasonable notice if their calls are monitored for performance purposes and over what period of time. It should include a feedback process and should not occur without the knowledge of the following parties, which can include but not be limited to employees, their representative, union, the contact centre and customers.</p> <p><b>Regulatory requirements:</b></p> <p>Queensland Government Code of Practice for Contact Centres 2011</p> <p><b>Business requirements:</b></p> <p>This retention period is consistent with NSW. This retention allows for contact centres to retain client calls for training purposes.</p>
1271	<p><b>Copies</b></p> <p>Copies, in any format, of a master record where:</p> <ul style="list-style-type: none"> <li>• nothing has been added, annotated, changed or deleted</li> <li>• the copies have been created, distributed, and used only for convenient reference.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Agencies create copies of records in the course of their everyday business. This record class covers records that do not relate to:</p> <ul style="list-style-type: none"> <li>• records where no master copy exists</li> <li>• carbon copies kept as the agency's evidential record</li> <li>• cabinet papers</li> <li>• copies created during the production, drafting and distribution of agency publications</li> <li>• copies of records (created externally to the agency) which have affected decision-making, policy or operations</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Until business action completed.	<ul style="list-style-type: none"> <li>copies created during the migration of public records.</li> </ul> <p><b>Business requirements:</b></p> <p>Based on an existing ephemeral record class, this class covers copies of an existing master document. These records have no legal or evidentiary requirements and this approach is consistent with that taken by other jurisdictions.</p>
1150	<p><b>Corporate style</b></p> <p>Records relating to agency style manuals and guidelines on the use of corporate identity objects, including consistency of written style, graphic design, etc.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This is a revised record class from GRDS v.7 for records relating to style manuals used by agencies.</p> <p>The source of style for all Queensland Government agencies is the <i>Style manual for authors, editors and printers</i> by Commonwealth of Australia. Some agencies will also have a supplementary in-house guide for agency-specific terminology and conventions.</p> <p>Additionally, in the online environment, Queensland Government agencies are required to comply with the Consistent User Experience (CUE) standard, which sets out requirements for the presentation of web pages.</p> <p><b>Regulatory requirements:</b></p> <p>Consistent User Experience (CUE) Standard</p> <p><b>Business requirements:</b></p> <p>This retention has not changed from GRDS v.7 and is consistent with the retention of similar records by Tasmania. These records have no legal or evidentiary requirements and any assigned retention period would be purely nominal.</p>
1272	<p><b>Drafts, working notes and calculations</b></p> <p>Drafts, of any type of record and in any format, created as preliminary versions or outlines that:</p> <ul style="list-style-type: none"> <li>do not contain significant or substantial changes or annotations that</li> </ul>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>Drafts are created by agencies during the process of developing public records. This record class covers records that do not relate to:</p> <ul style="list-style-type: none"> <li>drafts which provide evidence of processes and/or significantly more information than the final approved version, including drafts that are required as evidence</li> <li>records documenting the drafting process for agency publications</li> <li>research conducted or commissioned by an agency to support its functions</li> <li>working papers that form a substantive record of a project or investigation</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>provide insight into the evolution of the final version</p> <ul style="list-style-type: none"> <li>are created and used only for convenient reference.</li> </ul> <p>Includes drafts which do not proceed to final records and working notes, calculations and research which have been incorporated into more substantial drafts or final documents.</p> <p><b>Disposal action –</b> Until business action completed.</p>	<ul style="list-style-type: none"> <li>papers in an unofficial filing system where a full record has not been maintained in a recordkeeping system.</li> </ul> <p><b>Business requirements:</b> Based on existing ephemeral record classes, this class has been expanded to cover drafts of documents which do not proceed. These records have no legal or evidentiary requirements and any assigned retention period would be purely nominal. QSA will follow the lead of other jurisdictions in classifying these as short term value records.</p>
1273	<p><b>External reference information</b></p> <p>Solicited and unsolicited information and items received by the agency from external sources and kept solely for reference. Includes responses acknowledging receipt of information/ documents.</p> <p><b>Disposal action –</b> Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> This record class covers information and items received by the agency that are used for reference purposes only. This record class excludes information and items created outside of the agency that have affected decision-making, policy or operations of the agency.</p> <p><b>Business requirements:</b> Created by merging existing ephemeral record classes, the description of this class has been expanded to cover solicited and unsolicited material received from external sources. These records have no legal or evidentiary requirements and any assigned retention period would be purely nominal. QSA will follow the lead of the NT, Tasmania and WA in classifying these as transitory or short term value records.</p>
1182	<p><b>Moveable assets (allocation, distribution and use)</b></p> <p>Records relating to the delivery, allocation,</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>distribution, usage and storage of moveable assets. Includes the allocation of voicemail facilities, mobile phones, telephone numbers and laptops.</p> <p>Excludes records required under the <i>Fringe Benefits Tax (FBT) Assessment Act 1986</i>.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p>This record class merges record classes from GRDS v.7 for records relating to the allocation and distribution of equipment and stores and the selection of storage areas.</p> <p><b>Business requirements:</b></p> <p>For clarity, an exclusion has been added for records required under the <i>Fringe Benefits Tax (FBT) Assessment Act 1986</i>. Fringe Benefit tax records are covered under taxation (1100).</p> <p>Vehicle booking forms have also been excluded from this class as they may be required to prove who is responsible for a traffic infringement and these infringements can be prosecuted up to one year after the date of the offence.</p>
1274	<p><b><i>Moveable assets controls and stocktakes</i></b></p> <p>Records relating to the control and accessibility of moveable property, including safes and filing cabinets. Includes stocktakes.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>This class can be used for all agency stocktakes regardless of function (e.g. equipment and stores, publications, etc.). The existing record class has been expanded to cover the control of combinations and/or keys for accessing items of moveable property (e.g. key registers). The records created under this class have a short term value as the information changes frequently and once it changes the previous information is generally irrelevant.</p> <p><b>Business requirements:</b></p> <p>There are no ongoing legal or accountability requirements for these records because stocktakes are generally performed every 1–2 years and the information provided is generally of low value. Additionally, property control information changes frequently and once it changes the previous information is usually irrelevant. By combining property controls and stocktakes into a single short term value record class, agencies will have the flexibility to set the retention period to suit the business needs of the agency.</p>
1062	<p><b><i>Reference and lending services</i></b></p> <p>Records relating to reference and lending services provided by staff.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p><u>Access</u></p> <p>The public, schools and other institutions will contact agencies to gain access to their collections for loans, research or exhibition purposes.</p>



Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>Includes information on users and facilitating access to collections.</p> <p>Includes reference and access services for heritage and high-value collections.</p> <p><b>Disposal action –</b></p> <p>Until business action completed.</p>	<p>The Australian Library &amp; Information Association (ALIA) has a Statement on public library services stating that “each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment”.</p> <p>A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in all formats in order to meet the needs of individuals and groups for education, information and personal development through learning, including recreation and leisure.</p> <p><u>Lending</u></p> <p>Libraries will set out criteria on lending of materials. This will include:</p> <ul style="list-style-type: none"> <li>• how many items can be borrowed at one time</li> <li>• how long the loan period is</li> <li>• if items can be returned to any branch or back to the same location</li> <li>• if items can be renewed.</li> </ul> <p>Some libraries will also allow users to renew items that are overdue and may or may not charge a small fee for overdue items.</p> <p>If an item is not listed on the library catalogue, a library can attempt to obtain the item on the borrower’s behalf from another library service on inter-library loan.</p> <p><u>Reservations</u></p> <p>Users will place a hold on items that are currently out on loan or are still on order that they wish to borrow. When items are either returned or added to the catalogue, a hold slip is generated by the collection management system to be placed in the item and held until the requestor comes to collect it. Collection management systems will also generate notifications that the item is ready to pick up either by email or printed letter.</p> <p><u>Reference desk</u></p> <p>Library users can consult the staff at the reference desk for help in finding information. Using a structured reference interview, the librarian works with the library user to clarify their needs and determine what information sources will fill them.</p> <p>Typically, a reference desk can be consulted either in person, by telephone, through email or online chat. Although a library user may be asked to come to the library in person to help with more involved research questions.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<p>The services that are provided at a reference desk may vary depending on the type of library, its purpose, its resources, and its staff.</p> <p>The same principles apply to museum and art gallery reference desks.</p> <p><u>Membership</u></p> <p>In public libraries, new users need to prove their current address usually with a rates notice or two forms of identification, e.g. drivers licence and telephone account. For under 18s, a parent or guardian will need to sign them up with the same identification. Users will be given a membership card and PIN to access online services.</p> <p>Museums and art galleries will have memberships that could give a member discount in the retail shop and/or eateries, discount tickets to paid-entry exhibitions, invitations to member-only events, newsletters and other benefits that a museum or art gallery may have. These benefits will change from year-to-year depending on budget. Members will receive a membership card.</p> <p>Theatres will have memberships that could give members one free complimentary ticket to a show, discounted tickets, discount on food and beverage, invitations to member-only events, newsletters. Members will receive a membership card.</p> <p><b>Regulatory requirements:</b></p> <p><i>Libraries Act 1988</i></p> <p>Each Queensland Council has a local law for libraries and various councils have local laws for entertainment venues, i.e. museums and art galleries</p> <p>Each Queensland council will have a local law for libraries that outlines library membership</p> <p>Queensland Public Library Standards and Guidelines: Library Collections Standard</p> <p>Queensland Public Library Standards and Guidelines: Inter-Library Loans Standard</p> <p><b>Business requirements:</b></p> <p>The retention period is based on a merger of existing record classes in the Local Government Sector and University Sector schedules.</p> <p>A majority of existing schedules, both within Queensland and interstate, have a minimal retention period for these records (with retention periods ranging from “reference ceases” to “2 years”). A decision has been made to allow each agency to determine how long these records need to be retained to meet their individual needs for the following reasons:</p> <ul style="list-style-type: none"> <li>• general lending records only need to be retained until the record is returned (or to follow up on its loss)</li> </ul>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		<ul style="list-style-type: none"> <li>reference service queries have a limited length of time, which they may need to be referred back to – e.g. to follow up on a subsequent query or for reference in case a similar query is received in the future.</li> </ul>
1275	<p><b><i>Routine communication</i></b></p> <p>Routine communication of advice and information that is:</p> <ul style="list-style-type: none"> <li>readily available to the public, or</li> <li>authorised for unlimited public access.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>routine enquiries and suggestions</li> <li>circulated information of low importance which requires no action from the recipient</li> <li>routine promotional addresses made by agency employees regarding services or products</li> <li>social media and instant messaging communications created for promotional or informational purposes.</li> </ul> <p><b>Disposal action –</b></p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b></p> <p>A wide range of routine communication records are created by agencies. This record class covers records that do not relate to:</p> <ul style="list-style-type: none"> <li>work health and safety accidents, incidents or complaints</li> <li>employee complaints and misconduct complaints</li> <li>significant addresses</li> <li>documents with a high level of sensitivity or accountability</li> <li>planning and management of marketing campaigns, including social media posts that require follow up or form part of a formal business channel</li> <li>significant enquiries, complaints or suggestions.</li> </ul> <p><b>Business requirements:</b></p> <p>This record class is a merger of existing GRDS v.7 record classes relating to routine communication. The description of this class has been expanded to cover all routine communication, which is readily available or where the advice/information is authorised for unlimited public access. It also clearly states that social media communications, which do not form part of the direct business of the agency can be disposed of as routine communications. These records have no legal or evidentiary requirements and any assigned retention period would be purely nominal. QSA will follow the lead of the NT, Tasmania and WA in classifying these as short term value records. Each agency will then have the flexibility to determine how long routine communication records should be retained.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	Until business action completed.	
1276	<p><b><i>Routine recordkeeping operations</i></b></p> <p>Records relating to routine operation of the agency's recordkeeping programs and systems, including mail processing, file storage and retrieval and the maintenance of metadata in electronic systems. Also includes secondary control, processing or reference records (in all formats).</p> <p><b>Disposal action –</b> Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> Agencies create records during routine recordkeeping operations that are of short term value. This record class covers records that do not relate to:</p> <ul style="list-style-type: none"> <li>• master control records or disposal documentation</li> <li>• secure document handling</li> <li>• intellectual control tools</li> <li>• metadata included within Appendix B and Appendix D of the Queensland recordkeeping metadata standard.</li> </ul> <p><b>Business requirements:</b> There is no ongoing legal or accountability requirements for these records. By including routine recordkeeping operations as part of the short term value schedule, each agency will have the flexibility to determine how long these records should be retained.</p>
1277	<p><b><i>Surveillance and monitoring</i></b></p> <p>Regular ongoing surveillance of environments, premises and resources for the detection of crime, public safety, traffic control or to enhance the protection and security of people or property not required as evidence or requested by investigative and law enforcement bodies.</p> <p>Excludes footage taken under a surveillance warrant issued</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> Many Queensland government agencies protect their premises and property through ongoing regular surveillance using security devices such as Closed Circuit Television (CCTV). Advice received from Brisbane City Council and South Bank Corporation was that, unless there is an incident, the CCTV footage is overwritten automatically after 30 days. Footage is not reviewed or verified.</p> <p><b>Business requirements:</b> Records related to regular ongoing surveillance of premises and property not required by investigative or law enforcement bodies into a single class of short term value, each agency has the flexibility to determine how long these records should be retained for to meet their own business requirements. This will remove the requirement for agencies to review and verify tapes prior to disposal which is no longer practical with the widespread adoption of this technology.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
	<p>by the Crime and Corruption Commission.</p> <p><b>Disposal action –</b> Until business action completed.</p>	
1103	<p><b><i>Sensitive authentication data</i></b></p> <p>Sensitive authentication data received as part of a financial transaction.</p> <p><b>Disposal action –</b> Do not store or capture. Destroy received data immediately after transaction authorised.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> Agencies may receive customer credit card details (cardholder data) as a method of payment for goods, services or for other purposes, such as the payment of fines. These details may be received in electronic or paper format, or over the telephone.</p> <p>Sensitive authentication data may be included with the cardholder data.</p> <p>Sensitive authentication data is:</p> <ul style="list-style-type: none"> <li>• card verification code or value (CAV2, CID, CVC2 or CVV2), which is the three or four digit number printed on the front or back of a payment card</li> <li>• magnetic stripe data (or equivalent on a chip), known as full track data</li> <li>• personal information number (PIN)/PIN block.</li> </ul> <p><b>Regulatory requirements:</b> Payment Card Industry Data Security Standard (PCI DSS)</p> <p><b>Business requirements:</b> The Payment Card Industry Data Security Standard (PCI DSS) specifically states that sensitive authentication data is not to be stored, as this data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions.</p> <p>Because of this, agencies need to be able to dispose of cardholder data, which has sensitive authentication data as soon as the transaction to which it relates has been authorised.</p> <p>Where there is a business need to keep records for a certain period of time once the card transaction has occurred, for example to show payment has been received, orders sent etc., this information would need to be removed in some way, in accordance with the requirements of the PCI DSS. Whether these records take the form of paper or will be stored in their native electronic format, how this is managed will form part of the overall business process developed and implemented by the agency.</p>

Disposal Authorisation	Description of record and retention period	Justification for retention period
		QSA has no specific need for agencies to document disposal of this data. Queensland Treasury agree with the disposal action.
1064	<p><b>Space management</b> Records relating to the assessment and management of repository storage space and storage needs.</p> <p><b>Disposal action –</b> Until business action completed.</p>	<p><b>Date authorised:</b> September 2016</p> <p><b>Background/business process:</b> All cultural and collecting institutions are accountable for their holdings and must be able to show that they have proper procedures in place for storage and handling. Storage areas must be organised and managed to ensure the safekeeping and good order of collections.</p> <p><b>Business requirements:</b> Records relating to the space required to house collections, both existing and for planned, are an important planning tool for agencies. However, these records can also be very dynamic as acquisitions and de-accessing can frequently change the amount of space available. It is for this reason a decision has been made to allow each agency to determine how long these records need to be retained to meet their individual needs and business processes.</p>