

REGISTRY OF BIRTHS, DEATHS AND MARRIAGES RETENTION AND DISPOSAL SCHEDULE

Authorised 06 May 2025

An authorisation under s.20 of the *Public Records Act 2023* for the disposal of core business records of the Registry of Births, Deaths and Marriages.

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The [Queensland Government \(For Government\) website](#) should always be referred to
for the current, authorised version.

Using this schedule

The *Registry of Births, Deaths and Marriages retention and disposal schedule* (the Schedule) authorises the disposal of core business public records of the Registry of Births, Deaths and Marriages.

It applies to public records in any format, unless otherwise specified in the class description.

Under this Schedule, a reference to physical records in a record class means any tangible, non-electronic records e.g. paper, that fit within the scope of the disposal authorisation.

The Schedule can be used in conjunction with the *General retention and disposal schedule* (GRDS). Disposal authorisations in the Common Activities section of the GRDS can be applied to any function undertaken by the public authority provided the minimum retention period meets all of the specific regulatory requirements of the public authority and there are no exclusions listed.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Registry of Births, Deaths and Marriages is the responsible public authority for the *Registry of Births, Deaths and Marriages retention and disposal schedule* at the time of approval of the Schedule. However, in the event of an administrative change or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the records covered by the Schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Queensland State Archives (QSA) on (07) 3037 6630 or via email at rkqueries@archives.qld.gov.au.

Any previously authorised retention and disposal schedule covering disposal authorisations described in this Schedule are now repealed and previous versions should be removed from use. It is the responsibility of the public authority to maintain the current approved Schedule within their business practices and systems. Repealed retention and disposal schedules include:

- QDAN634 v.3: *Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) retention and disposal schedule* authorised 8 November 2012
- QDAN634 v.2: *Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) retention and disposal schedule* authorised 8 September 2011
- QDAN634 v.1: *Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) retention and disposal schedule* authorised 12 November 2007
- QDAN158 v.1: *Registrar General's Office (Registers and Master Microfilm) retention and disposal schedule* authorised 30 June 1997.

Schedules should be reviewed at least every 5 years.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) 'for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence'. A duty of care exists for public authorities to ensure public records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information areas. Public records which are subject to a request for access under the

Right to Information Act 2009, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

Schedule layout

Each disposal authorisation has been allocated a unique number to aid with the disposal of public records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

Disposal

Authorisation for the disposal of public records is given under s.20 of the *Public Records Act 2023*. No further authorisation is required from the State Archivist for public records disposed of under this Schedule. However, disposal must be appropriately documented in accordance with the relevant standards, policies and guidelines made under section 46 of the *Public Records Act 2023*. Approval from your Chief Executive, or their authorised delegate, is also required prior to disposal of public records.

Any disposal of public records without authorisation from the State Archivist may be a breach of s.23 of the *Public Records Act 2023*.

Definitions

Source documents are documents that the Registry receives that include information that authorises or forms the basis for the registration of life events. Source documents can be in any format, physical or electronic. Source documents can include:

- application forms including those submitted online
- authorisation forms
- statutory declarations
- reason(s) provided by applicant for change of name
- notifications received from other agencies

Note: the term ‘source record’ as used in this Schedule may be different to how it is used in standards, policies, guidelines and advice published by QSA. Source records in this Schedule refers to the above definition. See the [definitions](#) of a *source record*, a *physical source record* and a *digital source record* as used by QSA.

Physical records are any non-electronic records received by the Registry to complete a business transaction. Physical records are tangible records that take up physical space e.g. paper.

Vitalware is the electronic business system used by the Registry of Births, Deaths and Marriages to register life events and to meet the Registrar-General’s legislative requirement to keep a register of life events.

Disposal of source documents and records

All source documents and records for registrable life events are required to be retained permanently.

Under Disposal Authorisation 2074 *Physical Source records* in the [GRDS](#), all **physical** source documents and records with a permanent retention period, including the majority of public records covered by previous RBDM digitisation policies, are **ineligible for disposal**.

See the [Disposal of source records guideline](#) for more information.

How we can help

More information on implementing retention and disposal schedules is available on the Recordkeeping section of the [Queensland Government \(For Government\) website](#). Any enquiries about this Schedule or recordkeeping should be directed in the first instance to your records manager. If further information is required, please contact QSA on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

Approved by State Archivist: Louise Howard

Date: 06/05/2025

CONTENTS

BIRTHS, DEATHS AND MARRIAGES REGISTRY SERVICES	6
CERTIFICATE APPLICATIONS	6
CEREMONY ARRANGEMENTS	7
ENQUIRIES.....	7
INDEXES	8
REGISTERS.....	8
REGISTRATIONS.....	10
REGISTRY DATA MANAGEMENT.....	13

BIRTHS, DEATHS AND MARRIAGES REGISTRY SERVICES

Managing and maintaining information registers recording details of births, adoptions, deaths, marriages, civil partnerships, changes of name and changes to parentage in Queensland.

Includes:

- *collecting and maintaining information relating to registerable events*
- *processing registrations and applications*
- *altering and amending entries, including altered records of sex*
- *producing and issuing registration certificates and commemorative certificates.*

Also includes:

- *authorising and registering marriage celebrants and civil partnership notaries*
- *performing civil marriage and civil partnership ceremonies.*

NOTE: As a result of a review of birth, death, marriage and adoption source documents, all source documents for registrable life events are now required to be retained permanently. Due to the change in retention status, RBDM physical source documents for registrable life events are now ineligible for disposal under Disposal Authorisation 2074 Physical Source records in the GRDS. The majority of source documents covered under any previous RBDM digitisation policy will become ineligible for disposal with the revised scope and retention period for all life event source documents.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CERTIFICATE APPLICATIONS <i>Applications to the Registry of Births, Deaths and Marriages for certified and commemorative certificates.</i> <i>See REGISTRATIONS for records relating to the registration of births, adoptions, deaths, marriages, civil partnerships, change of name, changes to parentage, altering a record of sex and recording details for a recognised details certificate.</i> <i>See the General retention and disposal schedule (GRDS) for the disposal of Physical Source records.</i>			
1549	<i>Applications for certificates and searches</i> <i>Records relating to the issue of certified certificates, commemorative certificates, and extracts of birth, death, adoption, marriage, civil partnership, change of name, altered records of sex, and recognised details.</i>	3 years after business action completed. Note: Following entry in to the Vitalware system,	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes records relating to life event searches. Excludes proof of identity documents for certificate applications as these are transitory documents that need to be sighted but not retained. Proof of identity documents for certificate applications can be disposed of once business use ceases. Records may include, but are not limited to: • application forms • statutory declarations • other supporting documents. <i>See Disposal Authorisation 1563 for proof of identity documents required for registration activities.</i> <i>See COMMON ACTIVITIES – Identity Documents in the General retention and disposal schedule (GRDS) for the management of identity documents where there is no legal requirement to retain the identity documents.</i>	physical source records for certificate/search applications may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.	
CEREMONY ARRANGEMENTS <i>Making arrangements for marriage and civil partnership ceremonies.</i> <i>See REGISTRATIONS for Notice of intended marriage.</i>			
1550	<i>Marriage and civil partnership ceremonies – Registry Office ceremonies</i> Records relating to the arrangements for couples to have their wedding or civil partnership ceremony at the Registry. Records may include, but are not limited to: • statutory declarations • other supporting documents.	18 months after business action completed.	25 September 2019
ENQUIRIES			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<i>The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.</i>			
1552	Access requests Records relating to requests received by the Registry to access information about births, deaths, marriages, civil partnerships, change of name, altered records of sex and recognised details certificates. Includes requests for the Registrar-General to review an access decision. Includes requests received from: - the public - a government agency. Records may include, but are not limited to: - requests for information.	7 years after business action completed. Note: Following entry in to the Vitalware system, physical source records for access requests may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.	25 September 2019
INDEXES <i>Indexes maintained by the Registry of Births, Deaths and Marriages.</i> See REGISTERS for records relating to registers maintained by the Registry of Births, Deaths and Marriages.			
1553	Registry of Births, Deaths and Marriages indexes Indexes maintained by the Registry for the following life events: - births (including change of name) - adoptions - marriages - deaths.	Permanent. Transfer to QSA after business action completed.	25 September 2019
REGISTERS <i>Registers maintained by the Registry of Births, Deaths and Marriages.</i> See INDEXES for records relating to the indexes that are maintained by the Registry of Births, Deaths and Marriages.			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1554	<i>Registers of Births, Deaths and Marriages</i> Registers maintained by the Registry for the recording of life events of Queenslanders. Registers are defined as: - the physical registers maintained by the Registry for the recording of life events - the Vitalware system maintained by the Registry for all electronic records used for the recording of life events. Life events recorded by the Registry may include, but are not limited to: - births - adoptions - deaths - marriages - civil partnerships - change of name - change to parentage (including under a parentage, cultural recognition, or discharge order).	Permanent. Transfer to QSA after business action completed.	25 September 2019
1555	<i>Register of Marriage celebrants and Civil partnership notaries</i> Registers maintained by the Registry to record: - details of marriage celebrants recorded according to s.27 and s.39B of the <i>Marriage Act 1961</i> (Cwlth) - details of civil partnership notaries recorded according to s.21 of the <i>Civil Partnership Act 2011</i>.	7 years after registration ceases or is cancelled.	25 September 2019
1556	<i>Other registers</i> Other registers maintained by the Registry including:	5 years after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• Voided security stock register – register of security stock paper that has been voided and/or sent for destruction. • Register of forms – gazetted forms, registration forms approved by the Chief Executive Officer and published in the State Government gazette.		
REGISTRATIONS <i>Source documents associated with the registration of life events. Includes source documents and supporting documentation.</i> <i>See <u>CERTIFICATE APPLICATIONS</u> for records relating to the issuing of certified and commemorative certificates.</i> <i>See <u>REGISTERS</u> for registers recording life events.</i>			
1557	Source documents – life event registrations and changes Source documents received by the Registry for the purpose of registering a life event or changing a Register entry. Life events include: • births • adoptions • deaths • marriages • civil partnerships • change of name • altering a record of sex • recording details for a recognised details certificate • parentage, cultural recognition, or discharge order. Source documents include original documents, in paper or digital form, provided as evidence to verify, correct, change or complete (missing) details of the life event. Source documents exclude Notice of intention to marry (NOIM) forms.	Permanent. Transfer to QSA after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Source documents can include (but are not limited to): • application forms • notifications • authorisations • statutory declarations • reason(s) provided by applicant for change of name • notifications received from other agencies. <i>Physical source documents for registerable life events are ineligible for destruction under Disposal Authorisation 2074 – physical source records. See Disposal Authorisation 1562 for the management of Notice of intended marriage (NOIM) forms.</i>		
1561	Adoption authorisations Records relating to access to information about registered adoptions e.g. authorisations and applications to allow adoptees to access original birth records. Records may include, but are not limited to: • authorisation applications • other supporting documents. <i>See Disposal Authorisation 1557 Source documents–life event registrations and changes for source documents relating to the registration of adoptions.</i>	7 years after business action completed.	25 September 2019
1562	Notice of intended marriage (NOIM) Records include: • notice of intended marriage.	3 years after lodgement. Note: Following entry in to the Vitalware system,	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See Disposal Authorisation 1557 Source documents—life event registrations and changes for source documents relating to the registration of solemnised marriages.</i>	physical source records for Notice of intended marriage may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.	
1563	<i>Proof of identity documents – registration of life events</i> Proof of identity documents required to establish identity to enable registration of certain life events, including: • civil partnership • change of name • altering a record of sex • recording details for a recognised details certificate. Records may include, but are not limited to copies of: • passport (Australian and overseas) • drivers licence • Australian proof of age card • Medicare card • utility account • electoral enrolment details.	3 years after business action completed. Note: Following entry in to the Vitalware system, physical source records for Proof of identity documents for registration of life events may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.	25 September 2019
1565	<i>Marriage celebrants</i> Records relating to the nominations and applications containing details of Ministers of Religion and State officers authorised to conduct marriages. Records may include, but are not limited to: • nomination form	1 year after registration ceases or nomination is withdrawn.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• application form. See <u>Civil partnership notary</u> for records relating to the registration of civil partnership notaries.		
1566	Civil partnership notary Records relating to the registration of civil partnership notaries by the Registry. Records may include, but are not limited to: • nomination form • application form. See <u>Marriage celebrants</u> for records relating to the registration of marriage celebrants.	1 year after registration ceases or nomination is withdrawn.	25 September 2019
1567	Cancelled applications Records relating to requests received by the Registry to cancel applications. Includes the withdrawal of an application to register a relationship or where the registration is never completed. Records may include, but are not limited to, cancellations of: • applications for certificates • registration applications • civil partnership notary applications.	3 months after business action completed.	25 September 2019
REGISTRY DATA MANAGEMENT <i>Providing encrypted data to and receiving data from external agencies.</i> <i>Includes the secure management, maintenance and use of data sets provided by other Australian registries and the Australian Bureau of Statistics (ABS) to the Registry in its role as the Australian Coordinating Registry (ACR).</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1569	<i>Australian Coordinating Registry (ACR) data sets</i> Cause of death (COD) and fact of death (FOD) data files produced by the Australian Bureau of Statistics (ABS) and other Australian registries and held by the Registry. Records may include, but are not limited to: • cause of death unit record files (COD URF) from the ABS • return to source data sets from the Australian Registry jurisdictions • fact of death (FOD) data files produced by Australian Registry jurisdictions.	20 years after business action completed.	25 September 2019
1570	<i>Client files</i> Records relating to the authorised applicants that have been approved to receive data files from the Registry. Includes applicants who have withdrawn their applications or have not been approved to receive data files. Records may include, but are not limited to: • agreements • memorandum of understanding (MOU) • approvals for the release of records by the ACR from the ABS and/or other Australian Registry jurisdictions.	7 years after the expiry or termination of the agreement or contract.	25 September 2019
1571	<i>Data set cleansing</i> Records of the results relating to the cleansing of data sets by the Registry on behalf of other agencies who rely on accurate data for their business activities. Records may include but are not limited to: • agreements • approvals	7 years after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• requests to cleanse data • issue of results of cleansed data sets.		