

# REGISTRY OF BIRTHS, DEATHS AND MARRIAGES RETENTION AND DISPOSAL SCHEDULE

Authorised 25 September 2019

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of core business records created by the Registry of Births, Deaths and Marriages.

Where printed, this reproduction is only accurate at the time of printing.  
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 authorises the disposal of core business records created by Registry of Births, Deaths and Marriages. It applies to records created 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 record class.

The Registry of Births, Deaths and Marriages retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements 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Any references to repealed legislation may be taken as a reference to current legislation if the context permits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 agency 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 Agency Services at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems. Revoked schedules include:

- QDAN634 v.3 – 8 November 2012

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 agencies to ensure 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 area or issuing an internal records disposal freeze if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

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

## Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with the [Records Governance Policy](#). Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

## 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 Queensland State Archives. Source records in this schedule refers to the above definition. See the definition of a [source record](#), a [physical source record](#) and a [digital source record](#) as used by QSA.

## Physical records

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

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 document and records

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

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

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

### **How we can help?**

More information on implementing schedules is available on 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 Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

**Approved by State Archivist: Mike Summerell**

**Date: 25 September 2019**

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# BIRTHS, DEATHS AND MARRIAGES REGISTRY SERVICES

*Managing and maintaining information registers recording details of births, deaths, marriages, adoptions and changes of name and sex in Queensland. Includes processing registrations and applications, altering and amending entries and producing and issuing registration certificates and commemorative certificates. Also includes authorising and registering marriage celebrants, civil partnership notaries and 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, BDM physical source documents for registrable life events are now ineligible for disposal under GRDS 2074 Physical Source Records. The majority of source documents covered under any previous BDM 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
<b>CERTIFICATE APPLICATIONS</b> <i>Applications to the Registry of Births, Deaths and Marriages for certified and commemorative certificates.</i> <i>See <a href="#">REGISTRATIONS</a> for records relating to the registration of births, deaths, marriages, adoptions, change of name and civil partnerships.</i> <i>See <a href="#">General Retention and Disposal Schedule</a> for the disposal of physical source records.</i>			
1549	<p><b><i>Applications for certificates and searches</i></b></p> <p>Records relating to the issue of certified certificates and extracts of birth, death, adoption, marriage, change of name, civil partnership and commemorative certificates, and life event searches</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• statutory declarations</li> <li>• other supporting documents.</li> </ul> <p>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.</p>	<p>3 years after business action completed.</p> <p>Note: Following entry in to the Vitalware system, physical source records for certificate/search applications may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.</p>	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See 1563 for proof of identity documents required for registration activities.		
<b>CEREMONY ARRANGEMENTS</b> <i>Making arrangements for marriage and civil partnership ceremonies.</i> <i>See <u>REGISTRATIONS</u> for Notice of intended marriage</i>			
1550	<b><i>Marriage and civil partnership ceremonies – Registry Office ceremonies</i></b> 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: <ul style="list-style-type: none"> <li>• statutory declarations</li> <li>• other supporting documents.</li> </ul>	18 months after business action completed.	25 September 2019
<b>ENQUIRIES</b> <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	<b><i>Access requests</i></b> Records relating to requests received by the Registry to access information about births, deaths, marriages, change of name and civil partnerships. Includes requests for the Registrar-General to review an access decision. Includes requests received from: <ul style="list-style-type: none"> <li>• the public</li> <li>• a government agency</li> </ul> Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• requests for information</li> </ul>	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

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<b>INDEXES</b> <i>Indexes maintained by the Registry of Births, Deaths and Marriages.</i> <i>See <u>REGISTERS</u> for records relating to registers maintained by the Registry of Births, Deaths and Marriages.</i>			
1553	<b><i>Registry of Births, Deaths and Marriages indexes</i></b> Indexes maintained by the Registry for the following life events: <ul style="list-style-type: none"> <li>• births (including change of name and sex)</li> <li>• adoptions</li> <li>• marriages</li> <li>• deaths.</li> </ul>	Permanent. Transfer to QSA after business action completed.	25 September 2019
<b>REGISTERS</b> <i>Registers maintained by the Registry of Births, Deaths and Marriages.</i> <i>See <u>INDEXES</u> for records relating to the indexes that are maintained by the Registry of Births, Deaths and Marriages.</i>			
1554	<b><i>Registers of Births, Deaths and Marriages</i></b> Registers maintained by the Registry for the recording of life events of Queenslanders. Registers are defined as: <ul style="list-style-type: none"> <li>• the physical registers maintained by the Registry for the recording of life events</li> <li>• the Vitalware system maintained by the Registry for all electronic records used for the recording of life events.</li> </ul> Life events recorded by the Registry may include, but are not limited to: <ul style="list-style-type: none"> <li>• births</li> <li>• adoptions</li> <li>• deaths</li> <li>• marriages</li> <li>• change of name or sex</li> </ul>	Permanent. Transfer to QSA after business action completed.	25 September 2019



Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>civil partnerships.</li> </ul>		
1555	<p><b>Register of Marriage celebrants and Civil partnership notaries</b></p> <p>Registers maintained by the Registry to record:</p> <ul style="list-style-type: none"> <li>details of marriage celebrants recorded according to s.27 and s.39B of the <i>Marriage Act 1961</i> (Cwlth)</li> <li>details of civil partnership notaries recorded according to s.21 of the <i>Civil Partnership Act 2011</i>.</li> </ul>	7 years after registration ceases or is cancelled.	25 September 2019
1556	<p><b>Other registers</b></p> <p>Other registers maintained by the Registry including:</p> <ul style="list-style-type: none"> <li>Voided security stock register – register of security stock paper that has been voided and/or sent for destruction.</li> <li>Register of forms – gazetted forms, registration forms approved by the Chief Executive Officer and published in the State Government gazette.</li> </ul>	5 years after business action completed.	25 September 2019
<p><b>REGISTRATIONS</b></p> <p><i>Source documents associated with the registration of life events. Includes source documents and supporting documentation.</i></p> <p><i>See CERTIFICATE APPLICATIONS for records relating to the issuing of certified and commemorative certificates.</i></p> <p><i>See REGISTERS for registers recording life events.</i></p>			
1557	<p><b>Source documents – registerable life events</b></p> <p>Source documents received by the Registry for the purpose of registering a life event <b>or changing</b> a Register entry. Life events include:</p> <ul style="list-style-type: none"> <li>adoptions</li> <li>births</li> <li>deaths</li> <li>marriages</li> <li>civil partnerships</li> <li>change of name</li> </ul>	<p>Permanent.</p> <p>Transfer to Queensland State Archives after business action completed.</p>	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• change of sex</li> <li>• parentage or discharge order.</li> </ul> <p>Records include documents provided as evidence to verify, correct, change or complete (missing) details of the life event.</p> <p>Includes original forms or documents in paper or digital form. Physical source documents for registerable life events are <b>ineligible</b> for destruction under <a href="#">Disposal Authorisation 2074 – physical source records</a>.</p> <p>Source documents can include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• application forms</li> <li>• notifications</li> <li>• authorisations</li> <li>• statutory declarations</li> <li>• reason(s) provided by applicant for change of name</li> <li>• notifications received from other agencies.</li> </ul> <p>Excludes Notice of intention to marry (NOIM) - <i>see 1562 Notice of intended marriage</i>.</p>		
1561	<p><b><i>Adoption authorisations</i></b></p> <p>Records relating to access to information about registered adoptions e.g. authorisations and applications to allow adoptees to access original birth records.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• authorisation applications</li> <li>• other supporting documents.</li> </ul>	7 years after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See 1557 Source documents for registrable life events for source documents relating to the registration of adoptions.</i>		
1562	<p><b>Notice of intended marriage (NOIM)</b></p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• notice of intended marriage</li> </ul> <p><i>See 1557 Source documents for registrable life events for source documents relating to the registration of solemnised marriages.</i></p>	<p>3 years after lodgement.</p> <p>Note: Following entry in to the Vitalware system, 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.</p>	25 September 2019
1563	<p><b>Proof of identity documents – registration</b></p> <p>Proof of identity documents required to establish identity to enable registration of certain life events:</p> <ul style="list-style-type: none"> <li>• change of name</li> <li>• change of sex</li> <li>• civil partnership.</li> </ul> <p>Records may include, but are not limited to copies of:</p> <ul style="list-style-type: none"> <li>• passport (Australian and overseas)</li> <li>• drivers licence</li> <li>• Australian proof of age card</li> <li>• Medicare card</li> <li>• utility account</li> <li>• electoral enrolment details.</li> </ul>	3 years after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Note: Following entry in to the Vitalware system, physical source records for Proof of identity documents for registration may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.		
1565	<p><b><i>Marriage celebrants</i></b></p> <p>Records relating to the nominations and applications containing details of Ministers of Religion and State officers authorised to conduct marriages.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• nomination form</li> <li>• application form</li> </ul> <p>See <a href="#"><i>Civil partnership notary</i></a> for records relating to the registration of civil partnership notaries.</p>	1 year after registration ceases or nomination is withdrawn.	25 September 2019
1566	<p><b><i>Civil partnership notary</i></b></p> <p>Records relating to the registration of civil partnership notaries by the Registry.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• nomination form</li> <li>• application form</li> </ul> <p>See <a href="#"><i>Marriage celebrants</i></a> for records relating to the registration of marriage celebrants.</p>	1 year after registration ceases or nomination is withdrawn.	25 September 2019
1567	<p><b><i>Cancelled applications</i></b></p> <p>Records relating to requests received by the Registry to cancel applications.</p> <p>Records may include, but are not limited to, cancellations of:</p> <ul style="list-style-type: none"> <li>• applications for certificates</li> <li>• registration applications</li> <li>• civil partnership notary applications.</li> </ul>	3 months after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes the withdrawal of an application to register a relationship or where the registration is never completed.		
<b>REGISTRY DATA MANAGEMENT</b> <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>			
1569	<b>Australian Coordinating Registry (ACR) data sets</b> 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: <ul style="list-style-type: none"> <li>• cause of death unit record files (COD URF) from the ABS</li> <li>• return to source data sets from the Australian Registry jurisdictions</li> <li>• fact of death (FOD) data files produced by Australian Registry jurisdictions.</li> </ul>	20 years after business action completed.	25 September 2019
1570	<b>Client files</b> 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: <ul style="list-style-type: none"> <li>• agreements</li> <li>• memorandum of understanding (MOU)</li> <li>• approvals for the release of records by the ACR from the ABS and/or other Australian Registry jurisdictions.</li> </ul>	7 years after the expiry or termination of the agreement or contract.	25 September 2019
1571	<b>Data set cleansing</b> Records of the results relating to the cleansing of data sets by the Registry on	7 years after business action completed.	25 September 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>behalf of other agencies who rely on accurate data for their business activities. Records may include but are not limited to:</p> <ul style="list-style-type: none"><li>• agreements</li><li>• approvals</li><li>• requests to cleanse data</li><li>• issue of results of cleansed data sets.</li></ul>		