

Gold Coast 2018 Commonwealth Games Coordination Retention and Disposal Schedule

Responsible public authority: Department of Tourism, Major Events, Small Business and the Commonwealth Games

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Scope of retention and disposal schedule

This schedule applies to the coordination of the Gold Coast 2018 Commonwealth Games, including business and related industries development from flow on effects of hosting the Games, and developing and implementing strategies and projects for new business opportunities and investment.

See [*Gold Coast 2018 Commonwealth Games Corporation \(GOLDOC\) QDAN713 v.1*](#) for records relating to delivery of the games.

This schedule is to be used in conjunction with the [*General Retention and Disposal Schedule for Administrative Records*](#) (GRDS).

References to repealed legislation within this schedule may be taken to be a reference to current legislation if the context permits.

The Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB) is the responsible agency for the *Gold Coast 2018 Commonwealth Games Coordination 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) 3131 7730 or rkqueries@archives.qld.gov.au.

Record Formats

This schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

Queensland State Archives

Department of Science, Information Technology and Innovation

Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB) should take measures to withdraw revoked disposal authorities from circulation.

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- iii. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or
- v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for the period specified in section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* in addition to their required retention period according to an approved retention

and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 8 – INFORMATION MANAGEMENT of the *General Retention and Disposal Schedule for Administrative Records* for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by the Department of Tourism, Major Events, Small Business and the Commonwealth Games (DTESB)' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on *Transferring Public Records to Queensland State Archives* available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7730 or rkqueries@archives.qld.gov.au for further details.

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1. GOLD COAST 2018 COMMONWEALTH GAMES COORDINATION

The function of managing relationships and project deliverables involving key interest groups, partners and industry bodies associated with the 2018 Commonwealth Games. Including liaising and negotiating with key stakeholders in state, federal and local government jurisdictions and ensuring that the activities of the 2018 Gold Coast Commonwealth Games Corporation meet all statutory, legislative and fiscal requirements.

Reference	Description of records	Status	Disposal action
1.1	<p>AGREEMENTS</p> <p><i>The activities associated with establishing, maintaining, reviewing and negotiating agreements. Includes agreements as foundational and facilitative documents for collaborative arrangements, partnerships, outputs, products and services, memoranda of understanding, informal agreements, signed documents and legal contracts.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to other agreements, such as financial management agreements and agreements about the performance of public authority functions between the public authority and other government entities.</i></p>		
1.1.1	<p>Agreements required by future games hosts – proceeded with</p> <p>Records relating to Gold Coast 2018 Commonwealth Games agreements that are required to be kept for reference by future game hosts.</p> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. <p><i>See Agreements Not Required by Future Games Hosts-Proceeded with for records relating to agreements made that do not need to be sent to future host cities.</i></p> <p><i>See Agreements – not proceeded with for records relating to agreements that did not go forward.</i></p>	Permanent	Retain permanently.
1.1.2	<p>Agreements not required by future games hosts – proceeded with</p>	Temporary	Retain 7 years after agreement terminated

Reference	Description of records	Status	Disposal action
	<p>Records relating to making agreements to organise arrangements for the Gold Coast 2018 Commonwealth Games not covered under <u>1.1.1</u>.</p> <p>Includes records relating to the establishment, negotiation, maintenance, review and variation of agreements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • unsealed contracts • variations • memorandum of understanding. <p><i>See <u>Agreements Required by Future Games Hosts – Proceeded with</u> for records relating to agreements that need to be sent to future host cities.</i></p> <p><i>See <u>Agreements – not proceeded with</u> for records relating to agreements that did not go forward.</i></p>		or expired.
1.1.3	<p>Agreements - not proceeded with</p> <p>Records relating to making agreements to organise arrangements for the Gold Coast 2018 Commonwealth Games that do not proceed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • draft contracts • draft memorandum of understanding • draft negotiation papers • withdrawn offers • proposals. <p><i>See <u>Agreements Required by Future Games Hosts – Proceeded with</u> for records relating to agreements that need to be sent to future host cities.</i></p> <p><i>See <u>Agreements Not Required by Future Games Hosts-Proceeded with</u> for records relating to agreements made that do not need to be sent to future host cities.</i></p>	Temporary	Retain for 2 years after decision not to proceed.
1.2	<p>APPOINTMENTS</p> <p><i>The activities associated with nominating and appointing candidates to representative, authorised and legislated positions within the organisation and to statutory authorities, councils, boards of management, committees etc. Includes recruiting, nominating, selecting and electing appointees, determining terms, conditions, powers, limitations and remuneration of appointments.</i></p> <p><i>See the <u>Public Service Commission Retention and Disposal Schedule QDAN662 v.1</u> for the appointment of Chief Executive Officers and Senior Executive Officers directly appointed under the Public Service Act 2008.</i></p>		

Reference	Description of records	Status	Disposal action
	<i>See the <u>General Retention and Disposal Schedule for Administrative Records</u> (GRDS) for delegations appointing departmental officers as representatives of the Chief Executive Officer in meetings of the Board and similar bodies.</i>		
1.2.1	<p>Authorised and accredited officers</p> <p>Records relating to the appointment of officers and inspectors authorised or accredited under <i>Commonwealth Games Arrangements Act 2011</i> to undertake Commonwealth Games related activities including, but not limited to:</p> <ul style="list-style-type: none"> • investigations • monitoring and enforcement of breaches of legislation. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • appointment notices and instruments including temporary appointments • qualifications and experience statements • records of termination, variations or resignation • investigations and background checks • conditions allocation. 	Temporary	Retain for 10 years after appointment ceased.
1.3	<p>AUTHORISATIONS</p> <p><i>The activities associated with seeking and granting permission to undertake a requested action. Includes assessing and approving a range of authorities, permissions and rights, rejected and withdrawn applications.</i></p>		
1.3.1	<p>Granted rights</p> <p>Records relating to the granting of Commonwealth Games related authorisations under <i>Commonwealth Games Arrangements Act 2011</i> including, but not limited to:</p> <ul style="list-style-type: none"> • undertaking particular actions • using protected images and references for restricted purposes • commercial activities • advertising, marketing and promotional purposes • sponsorship arrangements. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (successful) • renewals • transfers and surrenders 	Temporary	Retain for 7 years after authorisation ceased or expired.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> • releases • changes • cancellations and terminations • assessments • information notices • submissions and referrals. <p>See <i>Monitoring and Compliance</i> for records relating to administering compliance of authorisations and community adherence with Commonwealth Games related legislation.</p>		
1.3.2	<p>Unsuccessful and withdrawn applications</p> <p>Records relating to unsuccessful and withdrawn applications for Commonwealth Games related authorisations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications (unsuccessful and withdrawn) • assessments • information notices. 	Temporary	Retain for 2 years after authority refused or withdrawn.
1.4	<p>CLAIMS MANAGEMENT</p> <p><i>The activities associated with administering and managing payments sought as compensation for injury, death or denial of rights of a person, damage to or destruction of property, resumption of land or property, or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property, claims for damages from excise of inspectorate powers and recovery of compliance costs incurred by the Department.</i></p>		
1.4.1	<p>Compensation claims</p> <p>Records relating to claims for compensation for costs, damage or loss incurred under <i>Commonwealth Games Arrangements Act 2011</i> including, but not limited to:</p> <ul style="list-style-type: none"> • events happening in relation to Gold Coast 2018 Commonwealth Games • loss or damage incurred from exercise of inspectorate power. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • assessments • compensation claim applications/requests • notifications • claim approvals, advice payments 	Temporary	Retain for 7 years after claim determined.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> Gazette notices. 		
1.5	DISPOSAL OF GOODS AND DEVICES <i>The activities associated with the process of disposing of seized goods, advertising material or devices that are marked with protected images or references.</i>		
1.5.1	Seized items Records relating to disposal of seized goods, advertising material or devices obtained under enforcement, inspection and investigation activities under <i>Commonwealth Games Arrangements Act 2011</i> . Includes, but not limited to: <ul style="list-style-type: none"> issuing seizure orders and destruction notices transferring and disposing seized objects publishing intention to sell selling seized and detained objects removing and disposing of preparations and products. Records may include, but are not limited to: <ul style="list-style-type: none"> seized item disposal authorisations seized item destruction orders evidence seizure receipts. 	Temporary	Retain for 10 years after action completed.
1.6	INFRASTRUCTURE DEVELOPMENT <i>The activities associated with overseeing approval, planning and funding processes, and coordinating and/or managing infrastructure projects to enable infrastructure development for fundamental community and industry facilities and systems. Infrastructure includes water, sewerage, transportation, communications, and community critical buildings such as power plants and schools, and industry development related infrastructure such as airports, ports and commercial precincts. Includes planning building works, operational works, making material change of use applications, and reconfiguring lots.</i>		
1.6.1	Commonwealth Games infrastructure Records relating to acquisition, holding, letting, leasing and disposing of property associated with event facilities, venues and infrastructure related to the Gold Coast 2018 Commonwealth Games. Records may include, but are not limited to:	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
	<ul style="list-style-type: none"> contracts and variations geological and site investigation reports surveying records and drawings. 		
1.7	<p>INVESTIGATIONS</p> <p><i>The activities associated with making authorised assessments of accidents, incidents or allegations related to infringements of any legislation, standard, code, business or workplace policy, which may, or may not, lead to further formal action. Includes reports prepared by persons undertaking investigations.</i></p>		
1.7.1	<p><i>Investigations - Significant *</i></p> <p>Records relating to significant Commonwealth Games related investigations involving offences under the <i>Commonwealth Games Arrangements Act 2011</i> including, but not limited to:</p> <ul style="list-style-type: none"> significant contraventions of restrictions on protected images and references considerable violations of sponsorship arrangements severe breaches of infrastructure development contracts significant accidents and incidents relating to preparation and delivery of Games. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> investigation reports interview transcripts warrants. <p><small>*Refer to Appendix: Definition of Significant Versus Other</small></p> <p><i>See Prosecutions for records relating to significant offences that are prosecuted under the Commonwealth Games Arrangements Act 2011.</i></p>	Permanent	Retain permanently.
1.7.2	<p><i>Investigations - Other ~</i></p> <p>Records relating to investigating other Commonwealth Games related offences under legislation not covered by reference number 1.7.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> investigation reports interview transcripts warrants. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	<p>~ Refer to Appendix: Definition of Significant Versus Other</p> <p>See Prosecutions for records relating to offences that are prosecuted under the Commonwealth Games Arrangements Act 2011.</p>		
1.8	<p>KNOWLEDGE TRANSFER</p> <p><i>The activities of reporting to the Commonwealth Games Federation (CGF) on progress in preparations for the Games, and on the lessons learned at the conclusion of the Games.</i></p>		
1.8.1	<p>Knowledge transfer</p> <p>Copies of records that have been transferred to the Commonwealth Games Federation (CGF) as part of the knowledge transfer process.</p> <p>See Agreements for records relating to agreements that are required by Future Host Cities.</p>	Temporary	Transfer to Commonwealth Games Federation.
1.9	<p>MONITORING AND SURVEILLANCE</p> <p><i>The activities associated with planning compliance programs and conducting regular surveillance of resources, environments, systems, markets and communities and observing activities covered by legal, regulatory or quality standards which the Department administers. Includes safeguarding resources ensuring they are used responsibly. Includes maintaining checks and on-the-spot inspections and combined with other enforcement activities, to ensure transparent overview of community compliance status. Includes monitoring particular persons, entities or parties to reduce or eliminate their impact and identify offences against the legislation.</i></p>		
1.9.1	<p>Monitoring compliance</p> <p>Records relating to monitoring and administering compliance of authorisations and community adherence with Commonwealth Games related legislation, authorities and conditions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • monitoring Commonwealth Games related authorities, contracts and sponsorship arrangements • protecting intellectual property of Commonwealth Games, including use of restricted Commonwealth Games images and references. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • compliance monitoring programs and schedules • enforcement data and analysis • area maps and photographs. 	Temporary	Retain for 7 years after action completed.

Reference	Description of records	Status	Disposal action
	See <u>Granted Rights</u> for records relating to the granting of authorisation to use protected images. See <u>Investigations</u> for records relating to infringements found while monitoring compliance of authorisations.		
1.10	PARTNERSHIPS <i>The activities associated with managing joint collaborations for agreed outcomes in areas of joint interest or responsibility, where there are agreed responsibilities, agreements, joint contribution of funds and/or time. Includes operations between departments, either within the organisation or with other organisations, or with the government, private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.</i>		
1.10.1	Joint Ventures - Significant * Records relating to managing significant joint operations by the department with other organisations (both private sector and government) through contracts, joint contribution of funds, time, co-research or collaboration, where the partnership provides a significant contribution to Commonwealth Games outcomes. Records may include, but are not limited to: <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
1.10.2	Joint Ventures - Other ~ Records relating to managing other joint operations by the department with other organisations (private sector and government) not covered by reference number <u>1.10.1</u> . Records may include, but are not limited to: <ul style="list-style-type: none"> • partnership agreements • performance reports • funding proposals. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after partnership expires.
1.11	PLANNING		

Reference	Description of records	Status	Disposal action
	<i>The activities associated with making decisions about future directions, actions and goals to be achieved, and organising activities to reach desired goals. Involves the creation and maintenance of planning documents i.e. plans. Includes formulating ways in which objectives can be achieved and determination of services, needs and solutions to those needs.</i>		
1.11.1	<p>Strategic planning - Significant *</p> <p>Records relating to planning significant Commonwealth Games development initiatives, programs, strategies, priorities and activities for improved community outcomes.</p> <p>Includes preparing management plans and consultation processes with community and key stakeholders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • infrastructure, venues, events and scheduling • athlete housing, welfare, transport and security • opening and closing ceremonies • visitor security and hospitality services. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
1.11.2	<p>Strategic planning - Other ~</p> <p>Records relating to planning Commonwealth Games development initiatives, programs, strategies, priorities, activities for improved community outcomes that are not covered by reference number <u>1.11.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • plans and strategies • planning reports • implementation programs and schedules. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.12	PROSECUTION		

Reference	Description of records	Status	Disposal action
	<i>The activities associated with pursuing a legal course of action against a person/s alleged to have committed a crime or broken a law. Includes acting on recommendations of authorised investigating officers, prosecuting defendants by legal counsel for the Department, in front of a relevant Court with jurisdiction over such matters, overseeing appeals of prosecutions and case appeals of prosecuted matters.</i>		
1.12.1	<p>Prosecutions - Significant *</p> <p>Records relating to prosecuting significant Commonwealth Games related offences under legislation including precedent setting cases.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
1.12.2	<p>Prosecutions - Other ~</p> <p>Records relating to prosecuting offences under legislation not covered by reference number <u>1.12.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • case papers and legal notes • evidence exhibits • court transcripts. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>	Temporary	Retain for 7 years after action completed.
1.13	<p>REPORTING</p> <p><i>The activities associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation.</i></p>		
1.13.1	<p>Commonwealth Games Federation (CGF) Post Games Final Report</p> <p>Records relating to final report (including lessons learnt) created post-Games and submitted to Commonwealth Games Federation (CGF) as part of knowledge transfer requirements of host city contract with the Federation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • final Gold Coast 2018 Commonwealth Games report. 	Permanent	Retain permanently.

Reference	Description of records	Status	Disposal action
1.13.2	<p><i>Commonwealth Games Federation (CGF) Progress Reports</i></p> <p>Records relating to progress reports on program areas, including lessons learnt, about the delivery of the Games submitted to the Commonwealth Games Federation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • progress reports for Gold Coast 2018 Commonwealth Games • memoranda and correspondence. 	Temporary	Retain for 7 years after action completed.
1.13.3	<p><i>Working Papers of Commonwealth Games Federation (CGF) Reports</i></p> <p>Records relating to compiling reports submitted to Commonwealth Games Federation (CGF).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • supporting documents • data and statistics. 	Temporary	Retain until administrative use ceases.
1.14	<p>STAKEHOLDER ENGAGEMENT</p> <p><i>The activities associated with conducting ongoing community engagement and consultative processes with stakeholders with an active, two way relationship and information flow, potentially crossing a wide range of issues and activities. Stakeholders can include countries, corporations, governments, associations, officials or persons. Includes correspondence and submissions from stakeholders about departmental legislation, policies, programs, projects, processes, procedures, etc.</i></p>		
1.14.1	<p><i>Consultation and engagement - Significant *</i></p> <p>Records relating to conducting consultative and engagement processes with external stakeholders where engagement revealed significant public interest matters, precedents or issues that had a significant impact on the department's decisions to initiate, develop and operate Commonwealth Games initiatives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • reports • submissions • correspondence. <p>* Refer to Appendix: Definition of Significant Versus Other</p>	Permanent	Retain permanently.
1.14.2	<p><i>Consultation and engagement - Other ~</i></p>	Temporary	Retain for 7 years after

Reference	Description of records	Status	Disposal action
	<p>Records relating to conducting consultative and engagement processes with external stakeholders not covered by reference number <u>1.14.1</u>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• reports• submissions• correspondence. <p>~ Refer to Appendix: Definition of Significant Versus Other</p>		action completed.

Appendix: Definition of Significant Versus Other

* Significant

Significance may be determined by a number of factors:

- Department is the lead agency with another government agency or private organisation
- Substantial changes or influences government policy or direction
- Results in a significant government project or program
- Significant contribution to the body of knowledge on a particular subject
- Considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- Notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)
- Extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- Public reaction or sensitivity
- Serious impact or consequence (e.g. deaths, a large case)
- Precedent setting prosecutions, court cases (e.g. first of its kind)

If on balance of the factors, the records represent significant issue/s, retain as “Significant”.

If in doubt, seek advice or keep as default with review until more information becomes available.

~ Other

Also known as non-State significant, not significant, minor, low value, low risk, routine, etc. Non-significance may be determined by a number of factors:

- Lesser in size, scope or importance
- Represents one individual's opinion on topic of low value to community
- Not serious i.e. routine, duplicable, low value, short applicability, short term relevance
- Not resulting in changes to Government or agency policy, or minor changes only
- Not generating or outlaying significant funds
- Not substantial public interest in the context of the definitions of ‘significant’ above
- Low value to community
- Inconsequential or low risk if records not kept
- Minor operational details
- Routine matters
- Working papers, audio, video or other recordings used as working notes only

If on balance of the factors, the records represent non-significant issues, retain as “Other”.

If in doubt, seek advice or keep as default with review until more information becomes available