



Radiation Advisory Council Retention and Disposal Schedule

Authorised on 4 May 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records created by the Radiation Advisory Council that relate to applications for reviews of original decisions referred to the Council

Where printed, this reproduction is only accurate at the time of printing.
Queensland State Archives' [website](#) should always be referred to for the current, authorised version.

Using this schedule

The Radiation Advisory Council retention and disposal schedule authorises the disposal of records created by the Radiation Advisory Council that relate to applications for review of original decisions referred to the Council by the Queensland Health Chief Executive. It applies to records created in any format, unless otherwise specified in the class description.

The Radiation Advisory Council 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. Schedules should be reviewed at least every 5 years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use.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.

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 State Archives [website](#) under Destroy.

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 State Archives [website](#).

Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency. Further information about pre-1950 records is available from the Queensland State Archives website under [Sentencing](#).

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 *Information Standard 31: Retention and Disposal of Public Records*. 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).

How we can help?

More information on implementing schedules is available on the Queensland State Archives [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 email rkqueries@archives.qld.gov.au.

Approved by State Archivist:

Mike Summerell

Date: 4 May 2017

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RADIATION HEALTH STANDARDS

The function of examining and making recommendations for the prevention or minimisation of dangers arising from radioactive substances and associated machinery through the operation and application of the Radiation Safety Act 1999.

Disposal Authorisation	Description of records	Retention period & trigger
<p>STATUTORY INTERPRETATION <i>The activity relating to reviews of decisions referred to the Radiation Advisory Council.</i></p>		
1670	<p><i>Reviews of original decisions</i> Records relating to applications for reviews of original decisions referred to the Council by the Chief Executive. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • enquiries and research concerning the application • advice • decisions from the Chief Executive. 	Permanent. Transfer to QSA after business action completed.