

APPRAISAL LOG

Registry of Births, Deaths and Marriages retention and disposal schedule

Registry of Births, Deaths and Marriages

Date: September 2019

REGISTRY OF BIRTHS, DEATHS AND MARRIAGES APPRAISAL LOG EXPLANATORY NOTES

This section provides definitions and additional information to assist users with the implementation of this Schedule.

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 following digitisation 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 registerable life event source documents.

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.

Physical records are defined as 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.

Title	Scope Note
BIRTHS, DEATHS AND MARRIAGES REGISTRY SERVICES	<p><i>Managing and maintaining information registers recording details of births, deaths, marriages, adoptions and change 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.</i></p> <p><i>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 following digitisation 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 registerable life event source documents.</i></p>

Activity**CERTIFICATE APPLICATIONS**

Applications to the Registry of Births, Deaths and Marriages for certified and commemorative certificates.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1549	<p><i>Applications for certificates and searches</i></p> <p>Records relating to the issue of certified certificates, commemorative certificates and extracts of birth, death, adoption, marriage, change of name and civil partnership</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>The record class scope note has been amended from QDAN634 v.3.</p> <p>Queenslanders can apply for certificates and/or searches of life event records that are registered at the Registry of Births, Deaths and Marriages QLD including:</p> <ul style="list-style-type: none"> • birth certificates • adoption certificates • marriage certificates

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>certificates and life event searches</p> <p>Disposal action –</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> <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>See 1563 for proof of identity documents required for registration activities.</p>	<ul style="list-style-type: none"> • death certificates • change of name certificates • civil partnership certificates • birth searches • adoption searches • marriage searches • death searches. <p>The Registry produces standard and commemorative certificates, as well as ceremonial marriage certificates. Only standard certificates can be used for official purposes and to verify identity.</p> <p>Why the records are retained for this retention period:</p> <p>QLD BDM has created online services for high volume products such as certificate applications. These enhancements and online services have significantly improved business processes and made searching for and accessing records more effective. The online certificate application process has also contributed to a reduction in paper-based application forms submitted to the Registry for processing and any access to application details and source documents is undertaken through the Vitalware system.</p> <p>Applications for certificates/searches will be maintained within the electronic business system Vitalware for a period of 3 years after business action completed. The retention period is sufficient in terms of initiating proceedings for an offence such as obtaining documentation by deception. Under s.52 of the <i>Births, Deaths and Marriages Act 2003</i>, proceedings must start within 1 year after the offence was committed or within 6 months after the offence came to the complainant's knowledge, but within 2 years after the offence was committed.</p> <p>Details of online certificate applications are received directly into the Vitalware system for processing. For paper-based certificate/search applications received by mail, a scan of the application form and any other source documents are entered into the Vitalware system and retained by the Registry. Following entry into the Vitalware system, physical source records relating to applications for certificates may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed. It should be noted that exclusions to GRDS 2074 include records that are required in a current or future legal proceeding, or are reasonably likely to be required in a current or future legal proceeding, where the original physical format may be required</p> <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Births, Deaths and Marriages Registration Act 2003 – s.44</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F4.1.1 Routine applications – Retain for 1 year after last action, then destroy. • Reference F4.1.2 Applications rejected due to lack of authorisation, identification etc. – Retain for minimum of 1 year after last action, then destroy. • Reference F4.1.3 Suspended applications awaiting further information, consent, payment, etc. – Retain for minimum of 2 years after last action, then destroy. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p> <ul style="list-style-type: none"> • Reference 1.1.5 application is approved – Destroy 3 years after action completed. • Reference 1.1.6 Records documenting applications for certificates and searches of the registered entries where the registrar has refused access due to privacy or notices of prohibition lodged under the <i>Adoption of Children Act</i> – Destroy 1 year after action completed. • Reference 1.1.7 Records documenting applications for certificates and searches of the registered entries where the application is incomplete or unpaid – Destroy 6 months after action completed. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> • Reference 02.01.01 Records relating to an application for a certificate – Destroy 1 year after action completed. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <p>Reference 1.3.1 Certificates – Retain for 3 years after last action.</p>

Activity**CEREMONY ARRANGEMENTS**

Making arrangements for marriage and civil partnership ceremonies.

See [REGISTRATIONS](#) for Notice of intended marriage

Disposal Authorisation	Record class and retention period	Justifying the retention period
1550	<p><i>Marriage and civil partnership ceremonies – Registry Office Ceremonies</i></p> <p>Records relating to the arrangements for couples to have their wedding or civil partnership ceremony at the Registry.</p> <p>Disposal action –</p> <p>18 months after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>Couples can hold a civil marriage ceremony or a declaration ceremony for civil partnerships at the Brisbane office of the Registry of Births, Deaths and Marriages or at designated local magistrate courts.</p> <p>Couples need to make an appointment at the Registry or designated local magistrate court if they wish to hold a ceremony. They will need to:</p> <ul style="list-style-type: none"> • lodge a completed notice of intended marriage form or a notice of intended civil partnership form • book a date and time for the wedding or civil partnership ceremony • show original proof of ID and eligibility documents • process the fee payment • apply for a marriage certificate or civil partnership certificate. <p>A marriage cannot be solemnised in Australia unless a notice in writing of the intended marriage (NOIM) is provided to the authorised marriage celebrant solemnising the marriage a month before the wedding.</p> <p>Why the records are retained for this retention period:</p> <p>The retention period has not changed from QDAN634 v.3.</p> <p>A notice of intended marriage must be lodged at least 1 month before the marriage and no earlier than 18 months.</p> <p>A notice of intention to enter into a civil partnership is lodged at least 10 days before the declaration ceremony and no earlier than 12 months before.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Other Australian states have similar retention periods.</p> <p>Applicable legislation/standards:</p> <p><i>Civil Partnerships Act 2011</i></p> <p><i>Marriage Act 1961 (Cwlth) – s.42</i></p> <p><i>Marriage Regulations 2017 (Cwlth) – s70</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> Reference F8.4.1 Records relating to the booking and arrangement of civil marriages, performed at a registry office – Retain for 1 year after last action, then destroy. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 5.1.4 Records related to the booking and arrangement of civil marriages performed at the registry – Destroy 2 years after booking made. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <p>Reference 1.1.1 Marriage ceremonies – Retain for 18 months after last action.</p>

Activity**ENQUIRIES**

The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1552	<p>Access requests</p> <p>Records relating to requests received by the Registry to access information about births, deaths, marriages, change of name and civil partnerships.</p> <p>Disposal action –</p> <p>7 years after business action completed.</p> <p>Note: Following entry in to the Vitalware system, physical source records for access requests may be disposed of under GRDS2074 once all conditions have been met and all exclusions observed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This record class scope note has been amended from QDAN634 v.3. Under QDAN 634 v.3, this record class previously covered records of authorisations received from law enforcement agencies that are now covered by disposal authorisation 1551 of this Schedule.</p> <p>BDM's Client Relationship team process access requests – usually from external organisations – for information on life event records (e.g. births, deaths & marriages). Under legislation, the registrar may enter in an arrangement with an entity for the provision of information in a register. Includes requests for the Registrar-General to review an access decision.</p> <p>A request may come from, but is not limited to:</p> <ul style="list-style-type: none"> • the Department of Communities, Child Safety and Disability Services • Centrelink • the Queensland Police Service requesting information about a “person of interest”. <p>Why the records are retained for this retention period</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.</p> <p>If an applicant is dissatisfied by a decision they then have a right of internal review to the agency which may be followed by an external review by the Information Commissioner. The 7 year retention period is consistent with classes in the General Retention and Disposal Schedule (GRDS) where the records are perceived as having potential legal significance.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Access requests will be maintained within the electronic business system Vitalware for a period of 7 years after business action completed. The digitised record is used by the Registry to complete the access request and can be referred to if a future query on the transaction is received from the requesting agency. Interactions with clients are manually entered into the Communications and User Notes sections of the Vitalware system by the team member who actions the request.</p> <p>Following entry into the Vitalware system, physical source records relating to access requests may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed.</p> <p>Applicable legislation/standards:</p> <p><i>Births, Deaths and Marriages Registration Act 2003 – s.48</i></p> <p><i>Information Privacy Act 2009</i></p> <p><i>Right to Information Act 2009</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F1.4.1 Records relating to enquiries regarding vetoes, advance notices, the procedures to obtain identifying information, adoption matters etc. – Retain for 2 years after last action, then destroy. • Reference F2.6.1 Records relating to the granting of access to information in registers or registration forms – Retain for minimum of 7 years after last action, then destroy. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p> <ul style="list-style-type: none"> • Reference 1.1.5 Records documenting applications for certificates and searches of the registered entries where the application is approved – Destroy 3 years after action completed. • Reference 1.1.6 Records documenting applications for certificates and searches of the registered entries where the registrar has refused access due to privacy or notices of prohibition lodged under the Adoption of Children Act – Destroy 1 year after action completed. • Reference 1.1.7 Records documenting applications for certificates and searches of the registered entries where the application is incomplete or unpaid – Destroy 6 months after action completed. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Reference 02.02.01 Records relating to the verification of certificates – Destroy 1 year after action completed. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 2.1.1 Applications to conduct a search and issue information from the registers or for access to the registers – Destroy 7 years after the last action. Reference 2.1.2 Applications to conduct a search of and issue information from the registers or for access to the registers which have been refused – Destroy 7 years after appeal period has expired. Reference 2.1.3 Incomplete applications for access to the register or for information from the registers – Destroy 7 years after last action. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <p>Reference 1.2.1 Access requests – Retain for 7 years after last action.</p>

Activity**INDEXES**

Indexes maintained by the Registry of Births, Deaths and Marriages.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1553	<p><i>Registry of Births, Deaths and Marriages indexes</i></p> <p>Indexes maintained by the Registry for the following life events:</p> <ul style="list-style-type: none"> • births (including change of name and sex) • adoptions • marriages • deaths. <p>Disposal action –</p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>BDM created physical indexes for recorded life events primarily as a reference tool to identify the register and page number in which the life event was recorded under the paper-based registration system.</p> <p>For reference purposes, courts were sent copies of the index page(s) by the Registry at the end of each year – this activity ceased in 1980.</p> <p>BDM implemented its first electronic system in 1980 and from this time the indexes were electronic. The Registry continued to create physical indexes in book form from the electronic index as a reference tool for counter staff until 2003.</p> <p>QLD BDM was digitally transformed as a result of the BDM Revitalisation Program which included the foundation Digitisation Project. The Digitisation Project included the scanning of over 3 million records which were contained in large volumes of historic indexes and registers of life events as well as the scanning of source documents for these historic life events.</p> <p>All historical life event records have been digitised by the Registry and are managed in the Vitalware system. The digitised source documents are linked in the Vitalware system to the life event registrations they relate to.</p> <p>Registry staff can query the Vitalware system to search for life event registrations instead of referring to the physical indexes.</p> <p>Why the records are retained for this retention period:</p> <p>The retention period has not changed from QDAN634 v.3.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Under s.40 of the <i>Births, Deaths and Marriages Registration Act 2003</i>, the Registrar-General must maintain the indexes to a register that are necessary to make the information in the register reasonably accessible.</p> <p>Indexes must be retained permanently to enable access to the life event records in the registers, physical and electronic, created by the Registry.</p> <p>The indexes have historical value and the community expectation would be that the records are retained for access by future generations of Queenslanders to protect rights and entitlements.</p> <p>Applicable legislation/standards:</p> <p><i>Births, Deaths and Marriages Registration Act 2003 – s.40</i></p> <p>QSA permanent appraisal characteristics:</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"> • 1 – authority, foundation & structure of government • 2 – primary functions & programs of government • 3 – enduring rights & entitlements. <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F2.14.8 Master copies of indexes to the registers – Required as State archives. • Reference F6.13.5 Master copies of indexes to the registers – Required as State archives. • Reference F8.16.3 Master copies of indexes to the marriage registers – Required as State archives. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> • Reference 01.01.01 Index and register of births – Permanent, retain in agency. • Reference 01.02.01 Index and register of deaths – Permanent, retain in agency. • Reference 01.03.01 Index and register of marriages – Permanent, retain in agency. • Reference 01.06.01 Index and register of adoptions – Permanent, retain in agency.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Reference 01.07.01 Index and register of changes of name – Permanent. <p><i>Child Safety Retention and Disposal Schedule QDAN637 v.2</i></p> <ul style="list-style-type: none"> Reference 1.1.1 Adoption registers and indices – Permanent. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <ul style="list-style-type: none"> Reference 1.8.9 Adoption register – Permanent. Reference 1.8.10 Births register – Permanent. Reference 1.8.11 Change of name register – Permanent. Reference 1.8.12 Death register – Permanent. Reference 1.8.13 Marriage register – Permanent.

Activity**REGISTERS**

Registers maintained by the Registry of Births, Deaths and Marriages.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1554	<p><i>Registers of Births, Deaths and Marriages</i></p> <p>Registers maintained by the Registry for the recording of life events of Queenslanders. Registers are defined as:</p> <ul style="list-style-type: none"> 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. <p>Disposal action –</p> <p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This record class has been created to merge 1.8.9 Adoption register, 1.8.10 Births register, 1.8.11 Change of name register, 1.8.12 Death register and 1.8.13 Marriage register.</p> <p>A registrable event under the <i>Births, Deaths and Marriages Registration Act 2003</i> means:</p> <ul style="list-style-type: none"> a birth, death, marriage or change of name or sex an adoption under the <i>Adoption Act 2009</i> a civil partnership another event for which the Registrar-General is required, under another Act, to record in a register. <p>The registration of the life events of Queenslanders is the primary role of the Registry of Births, Deaths and Marriages. These records are essential to the rights and entitlements of Queenslanders. Proof of identity can be verified by access to details of the registration of life events. Proof of identity is necessary for Queenslanders for many different activities that may occur over their lifetime, including:</p> <ul style="list-style-type: none"> enrolment in schools, technical/vocational education institutions and tertiary institutions receipt of government benefits such as Medicare and pensions applying for an Australian passport applying for government-issued licences such as a driver's licence opening bank accounts

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • accepting employment • applying to marry, register a civil partnership or divorce • purchasing property • drawing up any legal documents • accessing superannuation benefits • accessing money or assets received as a beneficiary of a deceased estate. <p>Why the records are retained for this retention period:</p> <p>The retention period has not changed from QDAN634 v.3.</p> <p>Under s.40 of the <i>Births, Deaths and Marriages Registration Act 2003</i>, the Registrar-General must maintain a register for each type of registrable life event.</p> <p>These registers must be retained permanently as they provide evidence of the legal status of individuals and allow them to lay claim to rights and entitlements provided by the State.</p> <p>Applicable legislation/standards:</p> <p><i>Adoption Act 2009</i></p> <p><i>Births, Deaths and Marriages Registration Act 2003 –s.40</i></p> <p>QSA permanent appraisal characteristics:</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"> • 1 – authority, foundation & structure of government • 2 – primary functions & programs of government • 3 – enduring rights & entitlements. <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F1.8.3 Registers of adoption details maintained by agency – Required as State Archives.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • Reference F2.14.7 Registers of birth registration details, including church and local court registers – Required as State Archives. • Reference F5.10.5 Change of name registers maintained by the agency – Required as State archives. • Reference F6.13.4 Registers of death registration details, including church and local court registers – Required as State archives. • Reference F8.16.2 Registers of marriage details, including church and local court registers – Required as State archives. • Reference F8.16.4 Registers of religious and civil celebrants – Required as State archives. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p> <ul style="list-style-type: none"> • Reference 1.2.1 Birth register as required under the Act – Permanent. • Reference 1.2.2 Death register as required under the Act – Permanent. • Reference 1.2.3 Marriage register as required under the Act – Permanent. • Reference 1.2.4 Change of name register as required under the Act for both adults and children – Permanent. • Reference 1.2.5 Change of sex register as required under the Act – Permanent. • Reference 1.2.6 Register of Ministers of Religion as required under the <i>Marriage Act 1961 (Cwlth)</i> – Permanent. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> • Reference 01.01.01 Index and register of births – Permanent, retain in agency. • Reference 01.02.01 Index and register of deaths – Permanent, retain in agency. • Reference 01.03.01 Index and register of marriages – Permanent, retain in agency. • Reference 01.05.01 Register of deeds of relationships – Permanent, retain in agency. • Reference 01.06.01 Index and register of adoptions – Permanent, retain in agency. • Reference 01.07.01 Index and register of changes of name – Permanent.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 1.1.1 Registers of births, deaths, deed polls, marriages, changes of name, relationships and adoptions registered in Victoria – Permanent. Reference 1.1.2 Registers and books of entries of baptisms, marriages or burials that took place before 18 January 1853 in the district of Port Phillip of the Colony of Victoria – Permanent. <p><i>Child Safety Retention and Disposal Schedule QDAN637 v.2</i></p> <ul style="list-style-type: none"> Reference 1.1.1 Adoption registers and indices – Permanent. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <ul style="list-style-type: none"> Reference 1.8.9 Adoption register – Permanent. Reference 1.8.10 Births register – Permanent. Reference 1.8.11 Change of name register – Permanent. Reference 1.8.12 Death register – Permanent. Reference 1.8.13 Marriage register – Permanent.
1555	<p><i>Register of Marriage celebrants and Civil partnership notaries</i></p> <p>Registers maintained by the Registry which include:</p> <ul style="list-style-type: none"> details of marriage celebrants recorded according to s.27 and s.39B of the <i>Marriage Act 1961</i> (Cwlth) 	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This record class now includes the register of civil partnership notaries. This register lists all persons who have applied to BDM to become registered as a Civil Partnership Notary.</p> <p>The marriage celebrants register lists persons who are authorised under the <i>Marriage Act 1961</i> (Cwlth) to solemnise a marriage. Applications for registration as a marriage celebrant are managed by the Commonwealth Government.</p> <p>Why the records are retained for this retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<ul style="list-style-type: none"> details of civil partnership notaries recorded according to s.21 of the <i>Civil Partnerships Act 2011</i>. <p>Disposal action – 7 years after registration ceases or is cancelled</p>	<p>Under s.27 of the <i>Marriage Act 1961 (Cwlth)</i>, the Registrar-General shall keep a register of ministers of religion ordinarily resident in the State or Territory who are entitled to registration under this subdivision.</p> <p>Under s.39B of the <i>Marriage Act 1961 (Cwlth)</i>, the Registrar of Marriage Celebrants is to maintain a register of marriage celebrants. The Registrar-General also keeps a register of the marriage celebrants ordinarily resident in Queensland that have been registered with the Commonwealth Government.</p> <p>Under s.21 of the <i>Civil Partnerships Act 2011</i>, the Registrar-General must keep a register of persons registered as civil partnership notaries under this Act.</p> <p>Retention of these registers by the Registry enables the agency to refer to these records as necessary to fulfil their core function of registration of the life events of Queenslanders. These records do not meet the Queensland State Archives Appraisal Statement characteristics for permanent retention.</p> <p>Applicable legislation/standards:</p> <p><i>Marriage Act 1961 (Cwlth)</i> – s.27, s.39B</p> <p><i>Civil Partnerships Act 2011</i> – s.21</p> <p>Comparison with other schedules' retention period:</p> <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> Reference F8.16.4 Registers of religious and civil celebrants – Required as State archives. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p> <ul style="list-style-type: none"> Reference 1.2.6 Register of Ministers of Religion as required under the <i>Marriage Act 1961 (Cwlth)</i> – Permanent. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> Reference 01.04.01 Register of religious ministers – Permanent, retain in agency. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 6.1.1 The register of religious ministers authorised to perform marriages – Permanent.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i></p> <ul style="list-style-type: none"> Reference 1.8.14 Marriage celebrants – Retain permanently by the Registry. Reference 1.8.15 Forms register – Retain permanently by the Registry.
1556	<p>Other registers</p> <ul style="list-style-type: none"> Voided security stock register – Register of security stock paper that has been voided and/or sent for destruction. Register of forms – registration forms approved by the Chief Executive Officer and published in the State Government gazette. <p>Disposal action – 5 years after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>Security stock paper is the paper on which certificates of registered life events are printed nationally. Each piece of security stock paper is printed with security features and unique numbering to prove its authenticity. The Registry's Vitalware system is updated with the unique security stock paper number when a certificate is printed and linked to the unique identifying certificate number.</p> <p>Security stock paper is voided when it is printed with an error or returned to BDM as unclaimed mail. The Vitalware system is updated when the Registry is notified that a printed certificate has been lost or stolen to show that the certificate's unique security stock paper number has been voided.</p> <p>BDM's internal policy states that all voided security stock paper is accounted for and destroyed. This policy has been put in place to reduce the risk of identity fraud.</p> <p>This register lists the individual identifying information for each piece of paper that has been voided and/or subsequently destroyed.</p> <p>This class also covers the Register of Forms as maintained by the Registry. The purpose of the register is to record the approval of all forms by the Registrar-General. The approval of forms for use by the Registry is covered under section 55 (1) of the <i>Births, Deaths and Marriages Act 2003</i>. The approved form is published in the <i>Queensland Government Gazette</i>.</p> <p>Why the records are retained for this retention period:</p> <p>The voided security stock register needs to be retained to provide ample time to refer back to the register as necessary to verify the status of security stock paper and the validity of printed certificates. Increasingly, agencies are using online authentication services to verify the authenticity of a life event certificate with the Registry and these online services reduce the processing time for these agencies.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>A period of 5 years allows time for an individual who has ordered a printed certificate to notify the Registry of a lost or stolen certificate that could be used to commit identity fraud and to enable the certificate's unique security stock paper number to be voided.</p> <p>The proposed retention period also provides sufficient time for the Registry to check on the status of security stock paper that has been voided and/or sent for destruction for other reasons such as certificates that are printed in error or returned to the Registry as unclaimed or undeliverable mail.</p> <p>The Register of forms is operational in value and the forms are also published in the <i>Queensland Government Gazette</i>.</p> <p>Comparison with other schedules' retention period:</p> <p><i>QSA General retention and disposal schedule</i></p> <ul style="list-style-type: none"> Disposal authorisation 1101 Accountable forms – Retention period and trigger: 3 years after the financial year to which the records relate.

Activity**REGISTRATIONS**

Records associated with the registration of life events. Includes source documents and supporting documentation.

Disposal Authorisation	Record class and retention period	Justifying the retention period
1557	<p>Source documents – registrable life events</p> <p>Source documents received by the Registry for the purpose of registering a life event or changing a Register entry. Life events include:</p> <ul style="list-style-type: none"> • adoptions • births • Parentage order or discharge order • deaths • marriages • civil partnerships • change of name • Change of sex <p>Disposal action – Permanent. Transfer to QSA after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>Source documents are one part of the registration process. Source documents are documents that include information that authorises or forms the basis for the registration of life events. Source documents can include:</p> <ul style="list-style-type: none"> • application forms • authorisations • statutory declarations • reason(s) provided by applicant for change of name • notifications received from other agencies. <p>These records provide the fundamental basis from which registrations for registrable life events are derived. Source documents can be in any format, physical or electronic.</p> <p>Why the records are retained for this retention period:</p> <p>The registrations of births, deaths, marriages, relationships and adoptions is a primary government function. These records are fundamental to ensuring individual identity, family identity and relationships are acknowledged, and associated rights and entitlements can be enforced.</p> <p>Source documents for birth and adoption registrations are vital evidence of the recordkeeping processes and policies surrounding historical social issues such as illegitimacy and/or paternity of children and forced adoptions. These records are also vital evidence for contemporary social issues like surrogacy. The source documents for marriage registrations are evidence for marriage related issues such as paternity or bigamy.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>Records supporting the registration of life events are primary records of identity and kinship connections across generations. These connections are not extinguished over time and may not be challenged within the lifetime of those immediately involved. The ongoing value to family and social historians as well as policymakers, researchers conducting longitudinal research or research into accurately tracing medical and genetic traits, is recognised. Source records can be particularly important to those seeking native title entitlements and financial outcomes related to these.</p> <p>Following a review of the retention period for BDM source documents – registrable life events, the retention of these source documents has changed from temporary to permanent. The review found that source documents – registrable life events, are critical in providing contextual information that may not be captured in the register entry of a registrable life event. Source documents – registrable life events, may include private correspondence with the Registry and other records that are not readily available elsewhere. Source documents- registrable life events, also have significant value in verifying and/or supporting the accuracy of BDM registrations. Therefore, source documents – registrable life events are deemed foundational records of our society and should be retained permanently.</p> <p>Source records are in any format, physical or electronic. Due to the change in retention period, physical source documents for registerable life events are now ineligible for destruction under Disposal Authorisation 2074 – physical source records.</p> <p>Applicable legislation/standards:</p> <p><i>Births, Deaths and Marriages Registration Act 2003</i></p> <p>Births, Deaths and Marriages Registration Regulation 2015</p> <p><i>Adoption Act 2009</i> – s.289</p> <p><i>Marriage Act 1961 (Cwlth)</i> – s.30</p> <p>QSA permanent appraisal characteristics:</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"> • 3 – enduring rights & entitlements • 4 – significant impact on individuals. <p>Comparison with other schedules' retention period:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> Reference 01.06.02 Records relating to adoptions – Destroy 100 years after registration. Reference 01.01.02 Records relating to births – Destroy 100 years after registration. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 1.7.1 Records provided to the registrar under the <i>Adoptions Act 1984</i> for the purposes of registering an adoption or revoking a registration – Permanent. Reference 1.2.1 Records enable the registration of births in Victoria – Destroy 75 years after registration. <p><i>Queensland State Archives Child Safety Retention and Disposal Schedule QDAN637 v.2</i></p> <ul style="list-style-type: none"> Reference 1.1.2 Original adoption agreements and orders – Retain permanently by the department. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p> <ul style="list-style-type: none"> Reference 1.3.1 Records documenting notifications of births by responsible persons as required under the Act – Permanent. Reference 1.3.2 Records documenting notifications of deaths as required under the Act – Permanent. <p><i>Territory Records (Records Disposal Schedule – Registrar-General's Office Records) NI2006-184</i></p> <ul style="list-style-type: none"> Reference 2.3.1 A record (instrument) in relation to a change of name – Retain as Territory Archives. Reference 2.4.1 A record (instrument) in relation to a death – Retain as Territory Archives. Reference 2.1.1 A record (instrument) in relation to an adoption – Retain as Territory Archives. Reference 2.2.1 A record (instrument) in relation to a birth – Retain as Territory Archives. <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> Reference F5.10.1 Records relating to the change of name registration of a minor under 18 years old – Required as State archives.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Reference F5.10.3 Records relating to change of name where paternity is denied – Required as State archives. Reference F5.10.4 Records relating to change of name where an objection is lodged – Required as State archives. Reference F6.13.1 Death registration forms and supporting documentation where registration can be completed – Retain until documents are imaged or microfilmed and registration is completed, then destroy. Reference F1.8.1 Adoption orders, such as memorandum of adoption – Required as State archives. Reference F2.14.5 Birth registration forms relating to self-registration of birth – Required as State archives. Reference F6.13.2 Death registration forms and supporting documents where registration is suspended, and further information is required – Retain until all required information is received, documents imaged or microfilmed, and registration is completed, then destroy. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i> Reference:</p> <ul style="list-style-type: none"> 1.8.1 Adoptions – Retain permanently by the Registry 1.8.2 Birth registration – Retain for 100 years after last action 1.8.3 Birth notification – Retain until birth has been registered 1.8.4 Change of name – Retain for 10 years after last action 1.8.5 Death registrations – Retain for 10 years after last action 1.8.7 Notices of intended marriage – Retain for 1 month after marriage is registered.
1561	<p>Adoption authorisations</p> <p>Records relating to access to information about registered adoptions e.g. authorisations and applications to allow</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>adoptees to access original birth records.</p> <p>Disposal action –</p> <p>7 years after business action completed.</p>	<p>Upon receipt of an approved authorisation document, the Registry has authorisation to release adoption information and original birth information on behalf of Adoption Services (Department of Communities, Child Safety and Disability Services) to:</p> <ul style="list-style-type: none"> • an adopted person • a birth parent • an eligible relative. <p>Why the records are retained for this retention period:</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.</p> <p>If an applicant is dissatisfied by a decision they then have a right of internal review to the agency which may be followed by an external review by the Information Commissioner. The 7 year retention period is consistent with classes in the General Retention and Disposal Schedule (GRDS) where the records are perceived as having potential legal significance.</p> <p>The retention period of 7 years after business action completed is sufficient for the Registry to provide access to adoption information and original birth information following receipt of the approved authorisation document. All information is released to the adopted person, birth parent or eligible relative within a short period of time. Acknowledgement of receipt of the approved authorisation document is recorded in the Vitalware system and all action taken by the Registry to release the adoption information and original birth information is also recorded in Vitalware.</p> <p>All approved adoption authorisations are retained by the Department of Communities, Child Safety and Disability Services for 100 years under QDAN637 v.2.</p> <p>See 1557 Source documents for registerable life events for source documents relating to the registration of adoptions.</p> <p>Applicable legislation/standards:</p> <p><i>Adoption Act 2009</i></p> <p><i>Births, Deaths and Marriages Registration Act 2003</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>Child Safety Retention and Disposal Schedule QDAN637 v.2</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Reference 1.2.6 Post-adoption services – Retain for 100 years after last action.
1562	<p>Notice of intended marriage (NOIM)</p> <p>Records relating to the notice of intended marriage required for a marriage to be solemnised.</p> <p>Disposal action –</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 GRDS2074 once all conditions have been met and all exclusions observed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>The record class scope note has been amended from QDAN634 v.3 and the retention period increased from 1 month after marriage is registered to 3 years after lodgement.</p> <p>A marriage cannot be solemnised in Australia unless a notice in writing of the intended marriage is provided to the authorised marriage celebrant solemnising the marriage a month before the wedding.</p> <p>The authorised marriage celebrant uses the Notice of intended marriage to complete the official Certificate of Marriage. The celebrant then sends both the Notice of intended marriage and the Certificate of Marriage to the Registry to register the marriage.</p> <p>Following registration of the marriage, the Registry sends the notice to the Australian Bureau of Statistics (ABS) which requests information from the Registry about marriages under the <i>Census and Statistics Act 1905</i>. The ABS record non-identifying information from the notice and uses the information to generate national statistics on marriage.</p> <p>Why the records are retained for this retention period:</p> <p>The retention period has increased from QDAN634 v.3. According to the <i>Guidelines on the Marriage Act 1961 for authorised celebrants</i>, the following recordkeeping requirements apply:</p> <ul style="list-style-type: none"> 5.2 – The authorised celebrant must keep the record of the use of the Form 15 certificate and also the Marriage Register or second marriage certificate for six years 6.3.2 – Celebrants who are not ministers of religion must retain the second official certificate of marriage for six years starting on the day, after the day the marriage was solemnised. 6.5.3 – Celebrants must keep the record sheets with their other marriage documents in a secure place for six years from the date of the last entry on the sheet. 6.9 – The second official certificate must be kept by a Commonwealth -registered marriage celebrant for six years and by a minister of religion for a recognised denomination indefinitely. A Commonwealth registered marriage celebrant may destroy the second official marriage certificate after six years although they are not obliged to do so. A minister of religion for a recognised denomination is not able to do this.

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>The retention period is sufficient to retain the NOIM for the same length as proof of identity documents while a Certificate of Marriage is retained for by the celebrant for 6 years as required under the Celebrants guidelines.</p> <p>Data on marriages is also kept permanently by the ABS.</p> <p>Applicable legislation/standards:</p> <p><i>Marriage Act 1961 (Cwlth) – s.42</i></p> <p><i>Guidelines on the Marriage Act 1961 for authorised celebrants – Attorney General's Department</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>NAA Records Disposal Authority Australian Bureau of Statistics 2001/540</i></p> <ul style="list-style-type: none"> • Reference 2478 Compilations of statistical data – Retain as national archives. <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F8.10.1 Notification of intent to marry documentation – Retain for minimum of 1 year after lodgement, then destroy. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> • Reference 01.03.03 Notices of intended marriage – Destroy after reference use ceases. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> • Reference 1.5.1 Notices of intended marriage (NOIM) that have been submitted by an authorised celebrant to the registry after a marriage has been solemnised – Destroy 2 years after notices have been returned from Australian Bureau of Statistics (ABS). <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3 Reference 1.8.7 Notices of intended marriage – Retain for 1 month after marriage is registered.</i></p>
1563	<p><i>Proof of identity documents – registration</i></p> <p>Proof of identity documents required to establish identity to</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>enable registration of certain life events:</p> <ul style="list-style-type: none"> • change of name • change of sex • civil partnership. <p>Disposal action –</p> <p>3 years after business action completed.</p> <p>Note: Following entry in to the Vitalware system, physical source records for Proof of identity documents may be disposed of under GRDS2074 once all conditions have been met and all exclusions observed.</p>	<p>This is a new record class. This class has been created to specifically deal with proof of identity documents required to be submitted to the Registry for registration purposes.</p> <p>The registration of the life events of Queenslanders is the primary role of the Registry of Births, Deaths and Marriages. These records are essential to the rights and entitlements of Queenslanders. Proof of identity must be established before a registration can proceed.</p> <p>Why the records are retained for this retention period:</p> <p>Proof of identity documents for registration will be maintained within the electronic business system Vitalware for a period of 3 years after business action completed. The retention period is sufficient in terms of initiating proceedings for an offence such as obtaining documentation by deception. Under s.52 of the <i>Births, Deaths and Marriages Act 2003</i>, proceedings must start within 1 year after the offence was committed or within 6 months after the offence came to the complainant's knowledge, but within 2 years after the offence was committed.</p> <p>Following entry into the Vitalware system, physical source records relating to POI for registration may be disposed of under GRDS 2074 once all conditions have been met and all exclusions observed. It should be noted that exclusions to GRDS 2074 include records that are required in a current or future legal proceeding, or are reasonably likely to be required in a current or future legal proceeding, where the original physical format may be required</p> <p>Applicable legislation/standards:</p> <p><i>Births, Deaths and Marriages Registration Act 2003 –s.10,19,23</i></p> <p><i>Civil Partnerships Act 2011 – s.21</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>No relevant comparisons available</i></p> <p>Previous schedule references:</p> <p><i>Nil</i></p>
1565	<p><i>Marriage celebrants</i></p> <p>Records relating to the nominations and applications containing details of Ministers</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>The record class scope note has been amended from QDAN634 v.3.</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
	<p>of Religion and State officers authorised to conduct marriages.</p> <p>Disposal action –</p> <p>1 year after registration ceases or nomination is withdrawn.</p>	<p>A marriage celebrant and ministers of religion can conduct legal marriages in Australia.</p> <p>A marriage celebrant must be registered by the Australian Attorney-General's (AA-G) department under s 39D of the <i>Marriage Act 1961 (Cwlth)</i>.</p> <p>The BDM accesses information through the AA-G on registered marriage celebrants to confirm marriage notifications were performed by a registered celebrant.</p> <p>There are 3 types of marriage celebrants authorised to marry couples:</p> <ul style="list-style-type: none"> • civil marriage celebrant • celebrant of an independent religion – can also be registered as a civil marriage celebrant • religious marriage celebrant. <p>Why the records are retained for this retention period:</p> <p>The retention period has not changed from QDAN634 v.3.</p> <p>The retention period is adequate as marriage celebrants are appointed by the Australian Attorney-General's department and these records are retained until the celebrant reaches 99 years of age or 2 years after their death.</p> <p>Details of marriage celebrants are retained by the Registry for 7 years after registration ceases or is cancelled under disposal authorisation 1555 of this Schedule.</p> <p>Applicable legislation/standards:</p> <p><i>Marriage Act 1961 (Cwlth)</i> – s.39D</p> <p>Comparison with other schedules' retention period:</p> <p><i>NAA Records Disposal Authority Attorney-General's Department 2002/04572652</i></p> <ul style="list-style-type: none"> • Reference 3267 Records documenting the appointment of persons as marriage celebrants (both religious and civil) – Destroy when celebrant would reach 99 years of age or 2 years after death. <p><i>State Records Authority of NSW Registry of Births, Deaths and Marriages DA54</i></p> <ul style="list-style-type: none"> • Reference F8.3.1 Records relating to the approval and authorisation of celebrants and correspondence regarding duties under the <i>Marriage Act</i> – Required as State archives. <p><i>NT Records Disposal Schedule Births, Deaths and Marriages Registration 2016/02</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Reference 1.1.1 Records documenting approved applications to register a minister of religion under the <i>Marriage Act 1961 (Cwlth)</i> – Permanent. <p><i>Disposal Schedule for the Tasmanian Registry of Births, Deaths and Marriages DA2450</i></p> <ul style="list-style-type: none"> Reference 01.04.02 Records relating to the registration of religious ministers – Retain for 1 year after registration ceases or nomination is withdrawn. <p><i>Retention and Disposal Authority for Records of the Victorian Registry of Births, Deaths and Marriages PROS 09/07</i></p> <ul style="list-style-type: none"> Reference 6.1.2 Successful applications for registration as a religious minister authorised to solemnise marriages – Destroy 75 years after registration or 2 years after date of death. Reference 6.1.3 Applications for registration as a religious minister authorised to solemnise marriages which have been refused or are incomplete – Destroy 7 years after last action. Reference 6.1.4 Records relating to removing a person from the register of ministers of religion authorised to perform marriages – Destroy 75 years after registration or 2 years after date of death. <p>Previous schedule references:</p> <p><i>Department of Justice and Attorney-General (Registry of Births, Deaths and Marriages) QDAN634 v.3</i> Reference 1.8.8 Marriage celebrants – Retain for 1 year after registration ceases or nomination is withdrawn.</p>
1566	<p>Civil partnership notary</p> <p>Records relating to the registration of civil partnership notaries by the Registry.</p> <p>Disposal action –</p> <p>1 year after registration ceases or nomination is withdrawn.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p> <p>A civil partnership notary can conduct legal declaration ceremonies in Queensland under the <i>Civil Partnership Act 2011</i>.</p> <p>The <i>Civil Partnerships Act 2011</i> provides that a person may be registered as a civil partnership notary by the Registry if the Registrar-General is satisfied that the applicant:</p> <ul style="list-style-type: none"> is an adult has the knowledge and the skills or experience necessary to exercise the functions of a civil partnership notary; and

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> • is a suitable person to be registered as a civil partnership notary. <p>This record class covers nomination forms, application forms and other source documents received by the Registry to record the registration of a civil partnership notary.</p> <p>Why the records are retained for this retention period:</p> <p>The retention period is sufficient for the business processes of the Registry – applications to register civil partnership notaries are processed promptly by the Registry. All source documents for applications are digitised and entered into the Vitalware system. Details of civil partnerships notaries are retained by the Registry for 7 years after registration ceases or is cancelled under disposal authorisation 1555 of this Schedule.</p> <p>Applicable legislation/standards:</p> <p><i>Civil Partnerships Act 2011 – s.20</i></p> <p>Comparison with other schedules' retention period:</p> <p><i>NAA Records Disposal Authority Attorney-General's Department 2002/04572652</i></p> <ul style="list-style-type: none"> • Reference 3267 Records documenting the appointment of persons as marriage celebrants (both religious and civil) – Destroy when celebrant would reach 99 years of age or 2 years after death.
1567	<p>Cancelled applications</p> <p>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.</p> <p>Disposal action –</p> <p>3 months after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p> <p>On occasions, a customer will decide that they no longer wish to proceed with an application – the Registry does not require the customer to provide an explanation for the cancellation.</p> <p>BDM may not accept an application if the customer does not meet the certificate access policy or registration requirements. A BDM staff member will make contact with the customer to request further information and/or explain why they do not meet the requirements – in most cases, the Registry will progress the application following contact with the customer.</p> <p>If a customer cannot be contacted and the application fails to progress, the Registry will cancel the application after 60 days. When the application is cancelled, any monies paid to the Registry by the</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p>customer are refunded to the customer. Includes the withdrawal of an application to register a relationship or where the registration is never completed.</p> <p>Why the records are retained for this retention period:</p> <p>The retention period is sufficient as all transactions are completed by the Registry within 3 months – including refunding monies paid to the Registry by the customer.</p> <p>If the customer decides to resubmit their application, the application process starts again.</p> <p>Applicable legislation/standards:</p> <p><i>Births, Deaths and Marriages Registration Act 2003</i></p> <p><i>Civil Partnerships Act 2011</i></p> <p>Comparison with other schedules' retention period:</p> <p>There were no schedules found with similar record classes.</p>

Activity**REGISTRY DATA MANAGEMENT**

Providing encrypted data to and receiving data from external agencies. 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).

Disposal Authorisation	Record class and retention period	Justifying the retention period
1569	<p>Australian Coordinating Registry (ACR) data sets</p> <p>Data files relating to 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.</p> <p>Disposal action –</p> <p>20 years after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p> <p>Since mid-2014 BDM has acted as the coordinating registry for Australia (the ACR) for the management and provision of national FOD and COD data (which is the data from all the Registries of Births, Deaths and Marriages on the registered deaths in that jurisdiction).</p> <p>The ABS and all State and Territory RBDMs contribute to the enhancement of data services and products facilitated and coordinated by the ACR.</p> <p>All Registries provide raw data to the ABS for the purpose of coding the COD with ICD10 coding (International Classification of Disease version 10) and the ACR coordinates and facilitates the distribution of these files to key stakeholders such as health organisations and statistical researchers.</p> <p>The FOD data is provided by the source (State and Territory RBDMs) for the ACR to disseminate to approved client agencies and to all RBDMs. The FOD/COD are two separate business processes.</p> <p>As the Australian Coordinating Registry (ACR) BDM acts on behalf of all jurisdictional registries for the purpose of providing the coded cause of death unit record file (COD URF) and coded FOD data files to approved client agencies such as health organisations and statistical researchers. Additionally, BDM also coordinate the coronial data supplied by the National Coronial Information System (NCIS).</p> <p>Why the records are retained for this retention period:</p> <p>The proposed retention period is sufficient to enable the Registry to provide long range statistical data to approved client agencies as part of its role as the ACR. The original records which are used to create the COD and FOD data files would be retained permanently by the relevant Australian registries.</p> <p>Applicable legislation/standards:</p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<p><i>Census and Statistics Act 1905 – s.9</i></p> <p>Comparison with other schedules' retention period:</p> <p>There were no schedules found with similar record classes.</p>
1570	<p><i>Client files</i></p> <p>Records relating to the authorised applicants that have been approved to receive data files from the Registry.</p> <p>Includes applicants who have withdrawn their applications or have not been approved to receive data files.</p> <p>Disposal action –</p> <p>7 years after the expiry or termination of the agreement or contract.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p> <p>As the Australian Coordinating Registry (ACR), BDM acts on behalf of all jurisdictional Registries for the purpose of providing the coded cause of death unit record file (COD URF) and coded fact of death (FOD) data files to approved client agencies such as health organisations and statistical researchers.</p> <p>Client agencies apply for access to these records and enter into an agreement or arrangement such as a Memorandum of Understanding (MOU) with the ACR.</p> <p>These records ensure that the Registry has details of:</p> <ul style="list-style-type: none"> the approved client agencies the data files that specific client agencies are authorised to receive the terms of the MOU agreement entered into with the client agency. <p>BDM has a dedicated team that liaise with stakeholders to ensure the MOUs are in place and to coordinate the transmission of data in accordance with the ACR protocols.</p> <p>Why the records are retained for this retention period:</p> <p>The proposed retention period is sufficient for the Registry's business process. Client files are active until the expiration of the agreement with the client agency.</p> <p>"7 years after the expiry or termination of the agreement or contract" aligns with the retention period for the related record class on data set cleansing and meets the Registry's responsibilities under the <i>Limitation of Actions Act 1974</i>.</p> <p>Comparison with other schedules' retention period:</p> <p><i>QSA General retention and disposal schedule</i></p>

Disposal Authorisation	Record class and retention period	Justifying the retention period
		<ul style="list-style-type: none"> Disposal authorisation 1004 Agreements and contracts – not under seal – Retention period and trigger: 7 years after the expiry or termination of the agreement or contract.
1571	<p>Data set cleansing</p> <p>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</p> <p>Disposal action –</p> <p>7 years after business action completed.</p>	<p>Date authorised: 25 September 2019</p> <p>Why are these records created:</p> <p>This is a new record class for this activity.</p> <p>Data cleansing of records enable agencies to update their data and to maintain accurate records for their business activities. In particular, agencies rely on data cleansing of death data to ensure that they do not send correspondence to deceased persons.</p> <p>Agencies regularly send requests to the Registry to cleanse data as per their business requirements.</p> <p>BDM receives, cleanses and returns data to other Queensland organisations such as:</p> <ul style="list-style-type: none"> QPS requests verification from the Registry for death (mortality) data and change of name data to enable QPS to remove non-current records from their database – this ensures that police resources are not allocated to investigating deceased persons and assists in the recovery of weapons licences previously held by deceased persons the Office of State Revenue receives 6 monthly cleansed data sets from BDM Centrelink will send individual records to check for accuracy against all records held by the Registry and to cleanse non-current records medical agencies send data to the Registry for cleansing to enable them to update their patient records and waiting lists. <p>Why the records are retained for this retention period:</p> <p>The proposed retention period is sufficient for the Registry’s business process as data is cleansed once and returned to the agency. Any query or follow-up on cleansed data – such as if a life record was cleansed in error on behalf of an agency – would be received by the Registry in a short period of time for correction or verification.</p> <p>The proposed retention period aligns with the retention period for the related record class on client files and meets the Registry’s responsibilities under the <i>Limitation of Actions Act 1974</i>.</p> <p>Comparison with other schedules’ retention period:</p> <p>There were no schedules found with similar record classes.</p>

APPENDIX A

During recent years, Registry services at BDM have undergone significant change. These changes include technology changes, streamlining business processes and new legislation implemented (*Surrogacy Act 2010*, [*Civil Partnerships Act 2011*](#)). Many of these changes have come into effect since QDAN634 v.3 was approved in 2012.

The drivers for change include:

- protecting life event registration records and reducing operational costs, likelihood of information loss and inconsistent data quality associated with paper-based registration records
- reduce movement of, and reliance upon, paper-based information throughout the Registry
- improving service delivery times, especially for regional Queenslanders
- interagency cooperation and participation in Justice-related initiatives.

The Department of Justice and Attorney-General is reviewing the Births, Deaths and Marriages Registration Act 2003. QSA was consulted during the review to ensure the Act was consistent with QSA's appraisal decisions and to accommodate QSA's strategic position on opening up access to records in QSA's collection. This schedule may require further revision following the finalisation of the Act review.

TECHNOLOGY CHANGES

The Registry of Births, Deaths and Marriages has been digitally transformed as a result of the BDM Revitalisation Program including the foundation Digitisation Project. This project involved scanning over three million records which were contained in large volumes of historic registers as well as scanning of source documents and attaching them to the life event registrations they relate to in Vitalware. The Digitisation Project's prime benefit increased the Registry's capacity for operational and service improvement. In addition to the digitisation project, the Registry also invested in the Intelligent Scanning Solution Project which included the implementation of a solution and remodelled processes to perform electronic capture of all incoming mail. This solution was implemented in August 2015.

This digital transformation has enabled BDM to refocus and look at redundant business processes and better workforce planning in transforming BDM from a paper-based Registry to a fully electronic and online Registry.

During this transformation, a number of business improvements were necessary to see the full benefits and to continue the progression of all services to align with BDM's strategic goal of becoming an electronic and online Registry which will be accredited as the primary identity custodian for life event records in Queensland.

Other significant initiatives delivered as part of the BDM Revitalisation Program include:

- **Online Birth Notification Project** was rolled out to hospitals (public and private) and other birthing centres throughout Queensland between July 2012 and February 2013. In accordance with the *Births, Deaths and Marriages Registration Act 2003*, birth notifications must be sent to the Registry. The online notification process replaces the Form 2 paper version of the birth notification. The majority of birth notifications from hospitals and other birthing centres are now received online.
- **Burial and Cremation Notification System** was implemented in December 2012. In accordance with the *Births, Deaths and Marriages Registration Act 2003*, all crematorium and cemetery owners/managers are required to send a notice to the Registry when a burial or cremation takes place. This system provides an avenue for this legislative requirement to be completed online with an electronic notification to the Registry.
- **Birth Registration Online System (MVP3)** was launched in September 2015 and incorporated the use of an electronic signature through identity validation (for eligible parents) and reducing the volume of paper-based registration documentation to be lodged with the Registry. Birth registrations can now be commenced online. MVP4 will allow signatures for both parents to be completed online and it is anticipated that this enhancement will improve the registration process and further reduce the volume of paper-based registrations lodged with the Registry.
- **Death Registration** enhancements were completed in August 2010. This online registration system allows funeral directors to electronically transmit death registration information directly to the Registry of Births, Deaths and Marriages. In March 2016, the *Relationship (Civil Partnership) Amendments* Bill commenced which mandated that death registrations must be completed online.
- **Online Certificate Application (MVP2)** was rolled out by the Registry of Births, Deaths and Marriages in February 2016. This initiative enhanced the initial phase of an online certificate application process by integrating with the online shopping cart and the Registry of Births, Deaths and Marriages' life event database, Vitalware. The application process is finalised through an eligibility and compliance check when the customer provides the necessary identification. From February to August, this online birth certificate application process has reduced the number of hard copy applications by a further 25% on top of the reduction due to the online birth registration AND certificate application processes which had reduced the number of hard copy applications by 28% in the same period. In total, online applications account for on average 54% of all birth certificate applications received by the Registry.