



**Responsible Public Authority : Public Service Commission**

<b>Queensland Disposal Authority Number (QDAN)</b>	<b>: 662</b>	<b>Version: 1</b>
<b>Date of approval</b>	<b>: 5/1/2011</b>	
<b>Approved by State Archivist</b>	<b>: Janet Prowse</b>	(Signature)
<b>QSA File Reference</b>	<b>: QSA11/93</b>	

### Scope of disposal schedule

This Schedule applies to the core business records of the Public Service Commission. It covers functions relating to: executive leadership management, including executive appointments, separations and discipline; public sector employment conditions; organisational performance reviews; public service appeals and grievance management; workforce employment-related advice, including the development of sector-wide policies and directives; and the gathering and reporting of workforce-related data.

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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

### Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

### Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this schedule are revoked. The Public Service Commission should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 281 Version 1 – Issued to the Office of Public Sector Merit and Equity (27 February 1998)



## About this Schedule

All of the retention periods in this approved schedule are the minimum period for which the sentenced records must be maintained.

Additionally, any class may be required to be retained longer if subject to any of the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because 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) pursuant to the *Evidence Act 1977*
- (iv) a temporary disposal freeze issued by the State Archivist, or
- (v) for any other purpose required by law.

This list is not exhaustive.

Documents which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document 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 a period greater than the approved retention period to ensure that all appeal processes have been exhausted under the legislation, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).

Records subject to a disposal freeze issued by the State Archivist must be retained until notification that the freeze has ended.

All record classes in this Schedule can be applied to records in all formats, unless otherwise specified.

For further information on how to apply this Schedule please refer to the *Guideline for the Implementation of Retention and Disposal Schedules*, available from the Queensland State Archives' website.



### 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 agency' 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 telephone (07) 3131 7777 for further details.

### Revision history

QDAN	Date of Approval	Extent of revision
281 v.1	27 February 1998	Partial Schedule applying to decisions and minutes of the former Public Service Board
662 v.1	5 January 2011	Comprehensive Schedule for Public Service Commission



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## 1. EXECUTIVE LEADERSHIP

*The function of appointing, seconding, developing and monitoring the performance of Chief Executive Officers, Senior Executive Officers, Senior Officers and equivalent appointments as identified in Chapter 4 of the Public Service Act 2008.*

*See Section 3.2: APPEAL AND GRIEVANCE MANAGEMENT for records relating to the handling and resolution of grievances about Chief Executive Officers that are lodged with the Commission Chief Executive.*

*See General Retention and Disposal Schedule for Administrative Records for records relating to:*

- *General enquiries*
- *Evaluation*
- *Planning*
- *Policy*
- *Presentations*
- *Reporting*
- *Reviewing*



Reference	Description of records	Status	Disposal Action
1.1	<p><b>ADVICE</b></p> <p><i>The activity associated with offering opinions by or to the Commission as to an action or judgement. Also includes the process of advising.</i></p> <p><i>See Section 1.4: EMPLOYMENT CONDITIONS for the provision of specific advice on an individual's conditions of employment, including Chief Executive Officers, the Senior Executive Service (SES) and those appointed under s.121 and s.122 of the Public Service Act 2008 through fixed term employment contracts at SES remuneration levels.</i></p>		
1.1.1	<p><b>Routine advice</b></p> <p>Records relating to the provision of routine advice regarding a Chief Executive's, Senior Executive's or Senior Officer's employment contract or general employment conditions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• advice requests</li><li>• correspondence</li><li>• file notes.</li></ul>	Temporary	Retain for 2 years after last action.
1.2	<p><b>APPOINTMENTS</b></p> <p><i>The activity of nominating and appointing candidates to a position within the Queensland Public Service. Also includes the activity of advising on appointments to Government bodies, for the purpose of providing a recommendation or briefing.</i></p>		



Reference	Description of records	Status	Disposal Action
1.2.1	<p><b>Chief Executive Officers</b></p> <p>Records relating to the appointment of Chief Executive Officers to the Queensland Public Service, in accordance with s.92 of the <i>Public Service Act 2008</i>.</p> <p>Includes the checking and review of Chief Executive Officer appointments made by the Governor in Council, to ensure that proper processes have been followed.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• advertisements</li><li>• applicant packages</li><li>• successful and unsuccessful applications</li><li>• Premier briefing notes</li><li>• copies of Executive Council minutes</li><li>• selection reports</li><li>• submissions/recommendations to Cabinet.</li></ul>	Permanent	Retain permanently.





Reference	Description of records	Status	Disposal Action
1.2.2	<p><b>Senior Executive Officers</b></p> <p>Records relating to the appointment, secondment or transfer of Senior Executive Officers, in accordance with ss.110-111 and s.115 of the <i>Public Service Act 2008</i>.</p> <p>Includes those records documenting the Commission Chief Executive's refusal to appoint members to the Senior Executive Service.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• signed agency nomination forms</li><li>• selection reports</li><li>• copies of candidate's application and Curriculum Vitae</li><li>• role descriptions</li><li>• position advertisements</li><li>• Commission Chief Executive's signed notices</li><li>• Premier briefing notes</li><li>• correspondence with agency/chief executives.</li></ul>	Temporary	Retain for 20 years after last action.
1.3	<p><b>DISCIPLINE</b></p> <p><i>The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.</i></p>		



Reference	Description of records	Status	Disposal Action
1.3.1	<p><b>Chief Executive Officers</b></p> <p>Records relating to disciplinary action taken against Chief Executive Officers, in accordance with s.188 of the <i>Public Service Act 2008</i>.</p> <p>Includes termination of appointment, suspensions, reduction of classification level, transfer or redeployment, reduction of remuneration level, monetary penalties and reprimands.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• file notes</li><li>• investigation reports</li><li>• determinations</li><li>• Commission Chief Executive recommendations</li><li>• termination notices</li><li>• briefings</li><li>• Governor in Council submissions.</li></ul>	Permanent	Retain permanently.
1.4	<p><b>EMPLOYMENT CONDITIONS</b></p> <p><i>The activity associated with managing the general employment conditions of Chief Executive Officers and the Senior Executive Service (SES). Also includes declarations of pecuniary or other conflicts of interest of Chief Executives.</i></p> <p><i>See Section 5: WORKFORCE EMPLOYMENT for records relating to the development of whole-of-government Directives issued by the Commission Chief Executive.</i></p>		



Reference	Description of records	Status	Disposal Action
1.4.1	<p><b>Management and administration</b></p> <p>Records relating to the management and administration of employment conditions for Chief Executive Officers, Senior Executive Officers and officers appointed under fixed-term employment contracts at SES remuneration levels.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• remuneration details and schedule variations</li><li>• file notes</li><li>• Commission Chief Executive approvals</li><li>• agency requests for information/clarification</li><li>• briefings.</li></ul> <p><i>See reference number 5.4.1 for the development of directives issued by the Commission Chief Executive.</i></p>	Temporary	Retain for 10 years after last action.
1.4.2	<p><b>Declarations of interest</b></p> <p>Records relating to Chief Executive Officers' declarations of pecuniary or non-pecuniary interest, which are submitted to the Commission Chief Executive after submission to the relevant portfolio Minister in accordance with s.101-102 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• statements</li><li>• revisions</li><li>• written notifications advising of no changes to existing declarations.</li></ul>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
1.5	<b>EXECUTIVE CONTRACT MANAGEMENT</b> <i>The management of contracts for Chief Executive Officers, in accordance with the Public Service Act 2008.</i>		
1.5.1	<b>Chief Executive Officers</b> Records relating to the management of individual contracts of employment for Chief Executive Officers, under s.96 of the <i>Public Service Act 2008</i> . Records may include, but are not limited to: <ul style="list-style-type: none"><li>• contracts</li><li>• contract variations and extensions</li><li>• correspondence with Chief Executive Officers</li><li>• original selection reports.</li></ul>	Permanent	Retain permanently.
1.6	<b>EXECUTIVE DEVELOPMENT</b> <i>The activity of providing or facilitating learning and development opportunities for current and future executives within the Queensland Public Service.</i> <i>See Section 4.3: EDUCATION AND TRAINING SERVICES for records relating to education and training programs coordinated for other public service employees.</i>		



Reference	Description of records	Status	Disposal Action
1.6.1	<p><b><i>Induction and training programs</i></b></p> <p>Records relating to the preparation and management of induction and training programs and courses. Includes general induction programs for Senior Executive Officers and training programs aimed at the professional development of executives and senior officers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• program outlines</li><li>• session plans</li><li>• program schedules/timetables</li><li>• correspondence with participants.</li></ul>	Temporary	Retain for 5 years after last action.
1.7	<p><b>EXECUTIVE PROFILE MANAGEMENT</b></p> <p><i>The activity of creating and abolishing Senior Executive Service (SES) roles and changing the SES profiles within government departments.</i></p>		



Reference	Description of records	Status	Disposal Action
1.7.1	<p><b>Senior Executive Service establishment</b></p> <p>Records relating to the establishment of Senior Executive Service (SES) numbers and classification levels, in accordance with s.109 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Premier briefing notes</li><li>• Commission Chief Executive recommendations</li><li>• Governor in Council approvals</li><li>• agency correspondence</li><li>• copies of Executive Council Minutes.</li></ul> <p>Includes requests and approvals for changes to SES numbers and/or classification levels.</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
1.7.2	<p><b>Executive Management System (EMS)</b></p> <p>Entries in the Executive Management System (EMS) relating to Senior Executive Service profiles for the Queensland public service.</p> <p>Information includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• agency/department name</li><li>• position title</li><li>• location</li><li>• officer name</li><li>• date of birth</li><li>• contract term.</li></ul>	Permanent	Retain permanently.
1.7.3	<p><b>Receipt and processing</b></p> <p>Records relating to the receipt and processing of Senior Executive profile forms and notices.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• SES Officer profile confirmation forms</li><li>• profile changes, including position title/designation changes, pay point, etc.</li></ul>	Temporary	Retain for 5 years after last action.
1.8	<p><b>PERFORMANCE MANAGEMENT</b></p> <p><i>The activity of managing the performance of Chief Executive Officers in the Queensland Public Service. Includes the preparation of performance agreements and the review and feedback on performance outcomes.</i></p>		



Reference	Description of records	Status	Disposal Action
1.8.1	<p><b>Chief Executive Officers</b></p> <p>Records relating to the performance management of Chief Executive Officers, in accordance with s.46 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• performance agreements</li><li>• performance reviews</li><li>• performance review feedback statements</li><li>• Premier's briefing notes</li><li>• Minister's approvals.</li></ul>	Temporary	Retain for 7 years after last action.
1.9	<p><b>SEPARATIONS</b></p> <p><i>The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel. Excludes transfers.</i></p> <p><i>See reference number 1.2.1 for records relating to the appointment of Chief Executive Officers.</i></p> <p><i>See reference number 1.2.2 for records relating to the appointment, secondment and transfer of Senior Executive Officers.</i></p>		





Reference	Description of records	Status	Disposal Action
1.9.1	<p><b>Chief Executive Officers</b></p> <p>Records relating to the separation of chief executives from the Queensland Public Service, by resignation or termination, in accordance with s.97 of the <i>Public Service Act 2008</i>. Also includes chief executives' voluntary retirement, in accordance with s.136 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• signed notices of resignation</li><li>• briefings</li><li>• copies of Executive Council minutes</li><li>• Minister's signed notices of termination.</li></ul>	Permanent	Retain permanently.



## 2. ORGANISATIONAL PERFORMANCE

*The function of assessing the overall effectiveness, efficiency and management of the Queensland Public Service. It involves conducting reviews of various areas of public administration to identify potential improvements, developing performance objectives and measuring and evaluating organisational and sector-wide performance. It also includes planning and administering Machinery of Government changes.*

*See Section 5.4: POLICY for the development of whole-of-Government directives, guidelines and rulings issued by the Commission Chief Executive in accordance with the Public Service Act 2008.*

*See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:*

- *Advice*
- *Enquiries*
- *Legislation*
- *Meetings*
- *Presentations*
- *Reporting*
- *Standards*
- *Tenders*
- *Travel*
- *Visits*



Reference	Description of records	Status	Disposal Action
2.1	<p><b>MACHINERY OF GOVERNMENT ADMINISTRATION</b></p> <p><i>The activities associated with administering Machinery of Government changes to ensure lawful and appropriate governance arrangements within the public service. Includes the preparation of declarations by Gazette notice to establish, amalgamate or abolish departments and/or to transfer, give or amend departmental functions as required.</i></p> <p><i>See Section 1.2: APPOINTMENTS for notices relating to the appointment of individual office holders.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to committees in which the Public Service Commission is required to participate, such as the Performance Leadership Group (PLG) committee or the Central Transition Team.</i></p>		
2.1.1	<p><b>Administration</b></p> <p>Records relating to the administration of Machinery of Government changes, in accordance with ss.14-20 of the <i>Public Service Act 2008</i>.</p> <p>Includes the preparation of declarations by gazette notice to establish, amalgamate or abolish departments, and/or to transfer, give or amend departmental functions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• briefing notes</li><li>• Departmental Arrangements notices</li><li>• copies of Executive Council minutes</li><li>• Premier's instructions</li><li>• declarations.</li></ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.1.2	<p><b>Implementation monitoring</b></p> <p>Records relating to the monitoring and progress reporting on the implementation of public sector Machinery of Government administrative changes.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• progress reports</li><li>• timeframes and schedules</li><li>• performance targets</li><li>• advice</li><li>• file notes</li><li>• correspondence with stakeholders, including the Performance Leadership Group (PLG) and the Premier.</li></ul>	Permanent	Retain permanently.
2.2	<p><b>RESEARCH</b></p> <p><i>The activity of investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. used to support the development of projects, standards, guidelines and the Commission's business activities in general. Includes identifying and interpreting global trends and opportunities, and undertaking research and analysis of market sectors.</i></p>		



Reference	Description of records	Status	Disposal Action
2.2.1	<p><b>Organisational performance initiatives</b></p> <p>Records relating to research carried out in support of whole-of-government organisational performance initiatives or programs, which may include:</p> <ul style="list-style-type: none"> <li>• capability issues</li> <li>• change management</li> <li>• public sector reform and innovation</li> <li>• organisational performance</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• business analyses</li> <li>• market profiles</li> <li>• reference material</li> <li>• briefing notes</li> <li>• machinery of government</li> <li>• stakeholder engagement</li> <li>• management approaches in other jurisdictions</li> <li>• case studies</li> <li>• questionnaires</li> <li>• surveys</li> <li>• meeting notes.</li> </ul>	Temporary	Retain for 7 years after last action.
2.3	<p><b>REVIEW MANAGEMENT</b></p> <p><i>The activities involved with reviewing the effectiveness and efficiency of a public sector office. It includes Commission reviews, carried out in accordance with ss.37-38 and ss.80-86 of the Public Service Act 2008, and Management reviews, carried out in accordance with ss.40-41 of the Public Service Act 2008.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i></p>		



Reference	Description of records	Status	Disposal Action
2.3.1	<p><b>Commission reviews – significant</b></p> <p>Records relating to Commission reviews into a public service office in order to identify potential improvements, which have a major impact on the agency.</p> <p>Includes the monitoring and reporting on the implementation of review recommendations.</p> <p>Factors which may determine significance include:</p> <ul style="list-style-type: none"><li>• review affected major functional sections of the agency, or the agency as a whole</li><li>• review set a precedent</li><li>• findings generated significant public controversy or interest</li><li>• matters related to a person or event of significant public interest.</li></ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• notices of referral</li><li>• terms of reference</li><li>• notices of consultation</li><li>• stakeholder comments</li><li>• submissions</li><li>• major drafts</li><li>• final version of review report</li><li>• recommendations</li><li>• performance standards/targets</li><li>• implementation plans and progress reports</li></ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.3.2	<p><b>Commission reviews – other</b></p> <p>Records relating to Commission reviews into a public service office in order to identify potential improvements, which have a limited effect on the overall functioning of the agency.</p> <p>Includes the monitoring and reporting on the implementation of review recommendations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• notices of referral</li><li>• terms of reference</li><li>• notices of consultation</li><li>• stakeholder comments</li><li>• submissions</li><li>• major drafts</li><li>• final version of review report</li><li>• recommendations</li><li>• performance standards/targets</li><li>• implementation plans and progress reports</li></ul>	Temporary	Retain for 20 years after last action.
2.3.3	<p><b>Commission review reports – sensitive information</b></p> <p>Records relating to the sensitive information removed from the final version of Commission review reports, in accordance with s.85 of the <i>Public Service Act 2008</i>.</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.3.4	<p><b>Management reviews – significant</b></p> <p>Records relating to management reviews into the functions or activities of a stated public service office. Includes the monitoring and reporting on the implementation of review recommendations.</p> <p>Factors which may determine significance include:</p> <ul style="list-style-type: none"><li>• review affected major functional sections of the agency, or the agency as a whole</li><li>• review set a precedent</li><li>• findings generated significant public controversy or interest</li><li>• matters related to a person or event of significant public interest.</li></ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Minister’s signed notices</li><li>• Ministerial correspondence</li><li>• background information</li><li>• response from agency</li><li>• advice</li><li>• notes of consultation/discussion</li><li>• performance standards/targets</li><li>• major drafts</li><li>• final version of review report</li><li>• implementation plans and progress reports</li></ul>	Permanent	Retain permanently.





Reference	Description of records	Status	Disposal Action
2.3.5	<p><b>Management reviews – other</b></p> <p>Records relating to management reviews into the functions or activities of a stated public service office. Includes the monitoring and reporting on the implementation of review recommendations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Minister’s signed notices</li><li>• Ministerial correspondence</li><li>• background information</li><li>• response from agency</li><li>• advice</li><li>• notes of consultation/discussion</li><li>• performance standards/targets</li><li>• major drafts</li><li>• final version of review report</li><li>• implementation plans and progress reports</li></ul>	Temporary	Retain for 20 years after last action.



### **3. PUBLIC SERVICE APPEALS**

*The function of formally resolving disputes and issues between different parties through a process of mediation and appeal in accordance with the Public Service Act 2008, the Local Government Act 1993 and the Whistleblowers Protection Act 1994.*

*See Section 5.4: POLICY for records relating to the development of directives and guidelines on appeals and grievances processes.*

*See the General Retention and Disposal Schedule for Administrative Records for records relating to:*

- *Planning*
- *Policy*
- *Presentations*
- *Reporting*
- *Statistics*



Reference	Description of records	Status	Disposal Action
3.1	<p><b>ADVICE</b></p> <p><i>The activity associated with offering opinions by or to the Commission as to an action or judgement. Includes the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to other types of advice and general enquiries.</i></p>		
3.1.1	<p><b>Appeal trends and matters</b></p> <p>Records relating to the provision of advice to the Commission Chief Executive and the Premier concerning appeals trends and matters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• briefing papers</li><li>• advice</li><li>• file notes</li><li>• Premier's correspondence</li><li>• statistics.</li></ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
3.1.2	<p><b>Appeals/grievance process</b></p> <p>Records relating to complex or detailed advice provided to current or former public service employees (or their proxy) regarding the appeals/grievance process, where there is a strong likelihood that an appeal or grievance will be lodged.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• advice</li><li>• file notes</li><li>• correspondence with employees or their proxy.</li></ul>	Temporary	Retain for 10 years after last action.
3.2	<p><b>APPEAL AND GRIEVANCE MANAGEMENT</b></p> <p><i>The activity of hearing discipline, fair treatment and promotion appeals against decisions by application submitted to the Commission Chief Executive in accordance with Chapter 7 of the Public Service Act 2008. Includes appeals under the Whistleblowers Protection Act 1994 and the management of public service employees' grievances about Chief Executives, or administrative decisions made by Chief Executive Officers.</i></p> <p><i>Incorporates the statutory order of review of administrative decisions by the Supreme Court in accordance with the Judicial Review Act 1991.</i></p> <p><i>See Section 7 for legacy records relating to discipline appeals against decisions under Chapter 6 of the repealed Local Government Act 1993, and appeals reopened by the Commission Chief Executive under s.210 (repealed) of the Public Service Act 2008.</i></p>		



Reference	Description of records	Status	Disposal Action
3.2.1	<p><b><i>Public Service Act 2008 – appeals that proceed to hearing</i></b></p> <p>Records relating to appeals submitted to the Appeals Officer under s.193 of the <i>Public Service Act 2008</i> that proceed to hearing.</p> <p>Includes disciplinary appeals, promotion appeals, transfer appeals, temporary employment appeals, as well as supplementary appeals as described under s.194 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• notices to appeal and extensions, in accordance with s.197 of the <i>Public Service Act 2008</i></li><li>• acknowledgements, in accordance with s.198 of the <i>Public Service Act 2008</i></li><li>• stay of operation of decision, in accordance with s.199 of the <i>Public Service Act 2008</i></li><li>• checklists</li><li>• file notes</li><li>• appellant's supporting documentation, including statutory declarations</li><li>• submissions</li><li>• Commission Chief Executive decisions and directions</li><li>• audio recordings.</li></ul>	Temporary	Retain for 30 years after last action.



Reference	Description of records	Status	Disposal Action
3.2.2	<p><b><i>Public Service Act 2008 – appeals that do not proceed to hearing</i></b></p> <p>Records relating to appeals submitted to the Appeals Officer that do not proceed to hearing, in accordance with s.200 of the <i>Public Service Act 2008</i>.</p> <p>Includes appeals submitted by ineligible applicants, frivolous, vexatious or misconceived appeals or appeals which lack substance and are declined by the Commission Chief Executive.</p> <p>Also includes withdrawn and lapsed appeals, in accordance with s.206 and s.207 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• submissions</li><li>• notices to withdraw</li><li>• file notes</li><li>• Commission Chief Executive decisions.</li></ul>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
3.2.3	<p><b>Whistleblowers Protection Act 1994 – appeals that proceed to hearing</b></p> <p>Records relating to appeals submitted to the Commission Chief Executive under s.46 of the <i>Whistleblowers Protection Act 1994</i> that proceed to hearing.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• applications</li><li>• acknowledgements</li><li>• Commission Chief Executive’s relocation direction</li><li>• checklists</li><li>• file notes</li><li>• decisions</li><li>• audio recordings.</li></ul>	Permanent	Retain permanently.
3.2.4	<p><b>Whistleblowers Protection Act 1994 – appeals that do not proceed to hearing</b></p> <p>Records relating to appeals submitted to the Commission Chief Executive under s.46 of the <i>Whistleblowers Protection Act 1994</i> that do not proceed to hearing.</p> <p>Includes withdrawn or lapsed appeals, appeals submitted by ineligible applicants and frivolous or vexatious appeals.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
3.2.5	<p><b>Grievances – substantiated</b></p> <p>Records relating to substantiated grievances about a Chief Executive that are lodged by a public service employee with the Commission Chief Executive, including grievances relating to alleged sexual or workplace harassment of a public service employee by a Chief Executive and administrative decisions undertaken by Chief Executive.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written applications</li><li>• submissions</li><li>• facilitated discussion notes</li><li>• investigation papers</li><li>• file notes</li><li>• findings</li><li>• decision/outcome/determination</li><li>• correspondence with parties</li><li>• extension agreements</li><li>• requests for information.</li></ul> <p><i>See Section 1.3: DISCIPLINE for records relating to disciplinary action against Chief Executives taken as a result of a substantiated grievance.</i></p>	Permanent	Retain permanently.





Reference	Description of records	Status	Disposal Action
3.2.6	<p><b>Grievances – unsubstantiated</b></p> <p>Records relating to unsubstantiated grievances about a Chief Executive that are lodged by a public service employee with the Commission Chief Executive.</p> <p>Includes grievances that are deemed by the Commission Chief Executive to be frivolous or vexatious.</p>	Temporary	Retain for 10 years after last action.
3.2.7	<p><b>Judicial Review</b></p> <p>Records relating to statutory orders of review of administrative decisions, which are lodged by aggrieved persons in accordance with s.20 of the <i>Judicial Review Act 1991</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• notifications of lodgement</li><li>• Crown law correspondence</li><li>• Supreme Court decisions.</li></ul>	Temporary	Retain for 30 years after last action.
3.3	<p><b>MEETINGS</b></p> <p><i>The activity of facilitating gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the business unit, section or Commission as a whole. Includes arrangements, agenda, taking of minutes etc. Also includes working groups.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for other records relating to committees and meetings.</i></p>		



Reference	Description of records	Status	Disposal Action
3.3.1	<p><b>Policy team meetings</b></p> <p>Records documenting policy team meetings held to discuss appeals and grievances policy and procedural issues and matters.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• agendas and minutes</li><li>• discussion papers</li><li>• meeting requests</li><li>• schedules.</li></ul>	Temporary	Retain for 5 years after last action
3.3.2	<p><b>Administrative team meetings</b></p> <p>Records documenting team meetings held to discuss appeal and grievance hearing schedules, work programs, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• schedules</li><li>• work programs</li><li>• meeting notes.</li></ul>	Temporary	Retain for 5 years after last action.



## **4. WORKFORCE CAPABILITY**

*The function of providing education, training and development to public service employees within Queensland State Government, local government and the Commonwealth Government. This is a service delivery role that seeks to improve the skill capability of the public service and ensure the appropriate and relevant skills are available within the public service when and where they are needed.*

*See Section 1.6: EXECUTIVE DEVELOPMENT for records relating to learning and development opportunities for current and future executives with the Queensland public service.*

*See Section 5.4: POLICY for the development, implementation or review of whole-of-government directives and guidelines.*

*See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:*

- *Agreements*
- *Conferences*
- *Contracting*
- *Grant funding*
- *Joint ventures*
- *Marketing*
- *Parliamentary enquiries*
- *Planning*
- *Presentations*
- *Tendering*



Reference	Description of records	Status	Disposal Action
4.1	<p><b>ADVICE</b></p> <p><i>The activity associated with offering opinions by or to the Commission as to an action or judgement. Includes the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to requests for general information about the Commission and its services.</i></p>		
4.1.1	<p><b>Learning, development and leadership</b></p> <p>Records relating to the provision of advice to Queensland public sector agencies, external agencies and training providers, on matters surrounding public service learning, development and leadership.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• agency requests</li><li>• advice</li><li>• guidelines</li><li>• resource tools.</li></ul>	Temporary	Retain for 5 years after last action.
4.2	<p><b>CAPABILITY AND LEADERSHIP FRAMEWORK MANAGEMENT</b></p> <p><i>The activity involved in developing, implementing and monitoring a framework for understanding and improving the capability and leadership of the Queensland Public Service.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i></p>		
4.2.1	<p><b>Master copy of framework</b></p> <p>Master copy of the <i>Capability and Leadership Framework</i>.</p>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
4.2.2	<p><b>Development</b></p> <p>Records relating to the development of the <i>Capability and Leadership Framework</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• project plans</li><li>• major annotated drafts</li><li>• stakeholder feedback and comments.</li></ul>	Temporary	Retain for 7 years after last action.
4.2.3	<p><b>Implementation and monitoring</b></p> <p>Records relating to the implementation and monitoring of the <i>Capability and Leadership Framework</i> within the Queensland public sector.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• implementation plans</li><li>• agency workshop schedules and implementation reports</li><li>• annual implementation report to Premier and Board of Commissioners</li><li>• guidelines</li><li>• resource tools</li><li>• surveys.</li></ul>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
4.3	<p><b>EDUCATION AND TRAINING SERVICES</b></p> <p><i>The activity of coordinating programs, including courses and subjects, course materials and methods of delivery for particular subjects or units of study. Also includes student assessment and administration.</i></p> <p><i>See reference number 4.3.2 for the review and evaluation of courses, specifically the Practical People Management (PPM) course and the Public Sector Management (PSM) program.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to agreements and contracts for the procurement of services from external education and training providers, and published materials required for legal deposit.</i></p>		
4.3.1	<p><b>Course coordination</b></p> <p>Records relating to the coordination and administration of public sector training courses, including the Practical People Management and the Public Sector Management (PSM) programs. Includes formal consultation and liaison with education and training stakeholders.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• applications from potential course providers</li><li>• correspondence with stakeholders</li><li>• course schedules and programs</li><li>• panel of providers arrangements</li><li>• reference material, e.g. Facilitator Guide and Program Resource Book.</li></ul> <p><i>See reference number 4.3.7 for the Register of external training providers.</i></p>	Temporary	Retain for 3 years after course delivery.



Reference	Description of records	Status	Disposal Action
4.3.2	<p><b>Course evaluation</b></p> <p>Records documenting the evaluation of education courses, including the Public Sector Management (PSM) program, by students, facilitators and staff.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• completed evaluation forms</li><li>• completed surveys.</li></ul>	Temporary	Retain for 2 years after course delivery.
4.3.3	<p><b>Graduation ceremony – coordination</b></p> <p>Records relating to the Commission’s coordination of graduation ceremonies. Includes notifications of students’ graduating university.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• project plan</li><li>• students’ notifications</li><li>• venue bookings</li><li>• photographer bookings.</li></ul>	Temporary	Retain for 1 year after graduation ceremony.
4.3.4	<p><b>Graduation ceremony – photographs</b></p> <p>Group and individual photographs of students taken during courses and at students’ graduation.</p>	Temporary	Retain for 7 years after graduation ceremony.



Reference	Description of records	Status	Disposal Action
4.3.5	<p><b>Student administration</b></p> <p>Records relating to the administration and management of students from application for admission to a program, course or subject to completion or discontinuation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• online course/program/subject applications (through Learning Management System)</li><li>• correspondence from applicants</li><li>• confirmation of acceptance forms</li><li>• transfer notices</li><li>• withdrawal notices from course participants or sponsors.</li></ul> <p><i>See Section 5: WORKFORCE EMPLOYMENT for records relating to the coordination and administration of the Queensland Graduate Program.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for financial records relating to program sponsorship and payment of fees.</i></p>	Temporary	Retain for 2 years after last action.
4.3.6	<p><b>Student assessment</b></p> <p>Records relating to the assessment of coursework submitted by a student or course participant. Includes copies of students' assessment and examinations results.</p>	Temporary	Retain for 10 years after course completion.
4.3.7	<p><b>External training providers register</b></p> <p>Register of External Training Providers.</p>	Temporary	Retain for 2 years after register superseded.





Reference	Description of records	Status	Disposal Action
4.4	<p><b>MEETINGS</b></p> <p><i>The activity of facilitating gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the business unit, section or Commission as a whole. Includes arrangements, agenda, taking of minutes etc. Also includes working groups.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for other records relating to agency committees and meetings.</i></p>		
4.4.1	<p><b>Team meetings</b></p> <p>Records relating to team meetings held to support the coordination and delivery of public service education, training, leadership and capability programs, courses and workshops.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• minutes and agenda</li><li>• schedules</li><li>• meeting requests</li><li>• working papers</li><li>• action items.</li></ul>	Temporary	Retain for 5 years after last action.
4.5	<p><b>RESEARCH</b></p> <p><i>The activity of investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. used to support the development of projects, standards, guidelines and the Commission's business activities in general. Includes identifying and interpreting global trends and opportunities, and undertaking research and analysis of market sectors. Also includes following up enquiries relating to Commission programs, projects, working papers, etc.</i></p>		



Reference	Description of records	Status	Disposal Action
4.5.1	<p><b><i>Public sector education and training</i></b></p> <p>Records relating to detailed research into public sector education, training, leadership and capability, which is carried out in support of key, whole-of-government programs or initiatives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• discussion papers</li><li>• recommendations</li><li>• background/research papers</li><li>• information/briefing papers</li><li>• board decisions.</li></ul>	Temporary	Retain for 5 years after last action.



## **5. WORKFORCE EMPLOYMENT**

*The function of providing employment-related advice and services to government agencies. It includes the development and promotion of public service employment-related directives and guidelines.*

*See Section 4: WORKFORCE CAPABILITY for the provision of education, training and development services for Public Service employees within Queensland State Government, local government and the Commonwealth Government.*

*See Section 6: WORKFORCE REPORTING for the administration of the Minimum Obligatory Human Resource Information requirements.*

*See the General Retention and Disposal Schedule for Administrative Records for records relating to:*

- *Conferences*
- *General enquiries*
- *Legislation*
- *Marketing*
- *Meetings*
- *Planning*
- *Policy*
- *Presentations*
- *Procedures*
- *Reporting*



Reference	Description of records	Status	Disposal Action
5.1	<p><b>ADVICE</b></p> <p><i>The activity associated with offering opinions by or to the Commission as to an action or judgement. Includes the process of advising. (This does not include advice provided under the Public Sector Ethics Act 1994 or the Whistleblowers Protection Act 1994. These records will be included in a future review of the Public Service Commission Retention and Disposal Schedule).</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to requests for general information about the Commission or its services.</i></p>		
5.1.1	<p><b>Advice about directives, guidelines, etc.</b></p> <p>Records relating to the provision of advice to Queensland public sector agencies, Members of Parliament and members of the public which may concern:</p> <ul style="list-style-type: none"><li>• Commission directives, rulings or guidelines</li><li>• public service employment matters.</li></ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• requests for advice</li><li>• drafts</li><li>• correspondence with clients or stakeholders</li><li>• briefing notes.</li></ul>	Temporary	Retain for 7 years after last action.
5.2	<p><b>DEPLOYMENT AND REDEPLOYMENT</b></p> <p><i>The activity of reallocating and retraining of labour as changes in technology and business situations call for greater mobility and skills.</i></p> <p><i>See Section 3.2: APPEAL AND GRIEVANCE MANAGEMENT, for records relating to Fair Treatment Appeals initiated as a result of alleged non-compliance with deployment and redeployment action.</i></p>		



Reference	Description of records	Status	Disposal Action
5.2.1	<p><b>Deployment/redeployment – Senior Executives</b></p> <p>Records relating to the Commission Chief Executive’s management of senior executives’ deployment and redeployment, as specified in s.115 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Commission Chief Executive’s signed notices</li><li>• notes of consultation</li><li>• Senior executive’s consent for redeployment.</li></ul> <p>See reference number 1.2.2 for records relating to the transfer of Senior Executives.</p>	Temporary	Retain for 7 years after deployment or redeployment is finalised.
5.2.2	<p><b>Deployment/redeployment registration</b></p> <p>Records relating to the Commission’s registration of tenured public service officers and senior officers deemed suitable for deployment and redeployment, in accordance with Commission Directives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• completed Deployment Registration Forms</li><li>• copies of position vacancies and resumes</li><li>• notifications of closure (sent to deployee and their agency)</li><li>• extension applications and approvals</li><li>• performance assessments and deployment action plans.</li></ul>	Temporary	Retain for 7 years after deployment or redeployment is finalised.



Reference	Description of records	Status	Disposal Action
5.2.3	<p><b>Medical deployment/redeployment registration</b></p> <p>Records relating to the Commission's registration of tenured public service officers deemed suitable for medical deployment and redeployment, in accordance with Commission Directives.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• completed Medical Deployment Registration Forms</li><li>• advice of registration</li><li>• copies of resumes</li><li>• medical deployee advice</li><li>• copies of medical reports</li><li>• advice of medical deployee's retirement, in accordance with s.178 of the <i>Public Service Act 2008</i>.</li></ul>	Temporary	Retain for 7 years after deployment or redeployment is finalised.
5.2.4	<p><b>Register of Deployees/Redeployees</b></p> <p>Entries in the Register of Deployees/Redeployees.</p>	Temporary	Retain for 2 years after deployment or redeployment is finalised.
5.3	<p><b>GRADUATE PROGRAM COORDINATION</b></p> <p><i>The activity associated with managing and administering a graduate recruitment program to improve the quality of the public service in the longer-term.</i></p> <p><i>See Section 5.5: WORKFORCE EMPLOYMENT - RESEARCH for records relating to workforce employment research supporting the Graduate Program.</i></p>		



Reference	Description of records	Status	Disposal Action
5.3.1	<p><b>Graduate recruitment and selection – successful applications</b></p> <p>Records relating to the management of the graduate recruitment and selection process, including the receipt of successful applications for admittance to the graduate program, and subsequent applicant testing and validation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• applications, including copies of Curriculum Vitae (CVs)</li><li>• cognitive ability tests and test reports</li><li>• validation testing and resultant reports</li><li>• interview notes</li><li>• successful graduates' offers</li><li>• briefing notes for Commission Chief Executive.</li></ul>	Temporary	Retain for 5 years after graduate completes program.
5.3.2	<p><b>Graduate recruitment and selection – unsuccessful applications</b></p> <p>Records relating to the receipt of applications for admittance to the graduate program, and their subsequent rejection.</p>	Temporary	Retain for 1 year after last action.



Reference	Description of records	Status	Disposal Action
5.3.3	<p><b>Graduate training and development</b></p> <p>Records relating to the coordination of graduate training and professional development activities, including coaching and mentoring, Development Weeks and Recall Day programs, inductions and graduate placements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• file notes</li><li>• handouts</li><li>• venue bookings and associated correspondence</li><li>• programs</li><li>• speaker liaison correspondence and briefings</li><li>• graduate liaison correspondence and surveys</li><li>• graduate and mentor matching reports</li><li>• correspondence with agencies and training providers</li><li>• placement assessments</li><li>• debriefing notes</li><li>• briefing notes for Commission Chief Executive.</li></ul>	Temporary	Retain for 5 years after last action.





Reference	Description of records	Status	Disposal Action
5.3.4	<p><b>Program administration</b></p> <p>Records relating to the administration of the Graduate Program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• master contact lists</li><li>• program calendars</li><li>• timelines</li><li>• correspondence with agencies.</li></ul>	Temporary	Retain for 5 years after last action.
5.4	<p><b>POLICY</b></p> <p><i>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</i></p> <p><i>See Section 5.1: ADVICE for records relating to the provision of advice concerning Commission directives, rulings and guidelines.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for policies issued by the Commission with sector-wide application.</i></p>		



Reference	Description of records	Status	Disposal Action
5.4.1	<p><b>Directives and guidelines</b></p> <p>Records relating to the development of public service-wide directives and guidelines issued by the Commission Chief Executive, in accordance with s.53 and s.55 of the <i>Public Service Act 2008</i>, for application at the following levels:</p> <ul style="list-style-type: none"><li>• chief executives or senior executives</li><li>• public service officers on contract whose remuneration is equal to, or higher than, the remuneration payable to a senior executive</li><li>• general and temporary employees.</li></ul> <p>Also includes those declarations, made under a directive, in accordance with s.7 of the <i>Public Service Regulation 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• proposals</li><li>• background research and records of consultation</li><li>• circulated and annotated major drafts</li><li>• final versions.</li></ul>	Temporary	Retain for 20 years after superseded.
5.5	<p><b>RESEARCH</b></p> <p><i>The activity of investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. used to support the development of projects, standards, guidelines and the Commission's business activities in general. Includes following up enquiries relating to Commission programs, projects, etc.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the tendering, contracting and engagement of researchers.</i></p>		



Reference	Description of records	Status	Disposal Action
5.5.1	<p><b><i>Programs and initiatives</i></b></p> <p>Records which document research in support of workforce employment initiatives or programs, such as case studies in recruitment and selection.</p> <p>Includes research supporting the Commission's graduate program.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• business analyses</li><li>• case studies</li><li>• market profiles</li><li>• questionnaires</li><li>• reference material</li><li>• surveys.</li></ul>	Temporary	Retain for 5 years after last action.



## 6. WORKFORCE REPORTING

*The function of administering workforce reporting requirements in accordance with the Public Service Act 2008. Includes the collection, analysis and dissemination of key human resource data from agencies and other entities within the Queensland public sector, to provide validated, whole-of-government data for planning, reviewing, benchmarking and other purposes.*

*Also includes the design, development, maintenance and national coordination activities associated with the Workforce Analysis and Comparison Application (WACA).*

*See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:*

- *Agreements*
- *Audit*
- *Marketing*
- *Planning*
- *Presentations*



Reference	Description of records	Status	Disposal Action
6.1	<p><b>ADVICE</b></p> <p><i>The activity associated with offering opinions by or to the Commission as to an action or judgement. Includes the process of advising.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to requests for general information about the organisation and its services.</i></p>		
6.1.1	<p><b>High-level advice</b></p> <p>Records relating to the development and provision of high-level or controversial workforce information advice for the Premier, Cabinet, Commission Chief Executive or public sector agency Chief Executives, which impacts on whole-of-government policy decision making.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• advice requests</li><li>• briefing papers</li><li>• premier's Briefing Notes</li><li>• Public Service Commission advice</li><li>• annotated drafts.</li></ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
6.1.2	<p><b>Routine advice</b></p> <p>Records documenting the development and provision of routine workforce information advice to public sector agencies, and which is not considered controversial.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• agency requests</li><li>• Public Service Commission advice</li><li>• background working papers</li><li>• file notes.</li></ul>	Temporary	Retain for 10 years after last action.
6.2	<p><b>MEETINGS</b></p> <p><i>The activity of facilitating gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the Commission, its' business units and sections. Includes arrangements, agenda, taking of minutes etc. Also includes working groups.</i></p>		
6.2.1	<p><b>Network user groups</b></p> <p>Records documenting public sector network meetings with workforce information user groups, such as the Data Managers' Network, held to discuss issues and/or suggested modifications to workforce reporting systems.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• schedules and attendance lists</li><li>• agendas and minutes</li><li>• discussion papers.</li></ul>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
6.3	<p><b>RESEARCH</b></p> <p><i>The activity of investigating or enquiring into workforce trends and issues in support of workforce performance policy initiatives and programs.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for the negotiation and establishment of agreements/contracts in relation to the commissioning of research to external parties.</i></p>		
6.3.1	<p><b>Original research – final reports</b></p> <p>Final versions of reports developed or commissioned by the Public Service Commission relating to research into workforce performance trends and issues.</p>	Permanent	Retain permanently.
6.3.3	<p><b>Original research – other records</b></p> <p>Other records relating to original research into workforce trends and issues performed by the agency.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• research requests</li><li>• business analyses</li><li>• case studies</li><li>• market profiles</li><li>• questionnaires</li><li>• surveys</li><li>• briefing papers.</li></ul>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
6.4	<p><b>WORKFORCE DATA MANAGEMENT</b></p> <p><i>The activity associated with collecting and validating Minimum Obligatory Human Resource Information (MOHRI), Employee Long Service Leave Entitlements (ELSLER) and Equal Employment Opportunity (EEO) data in accordance with relevant legislation, regulations and directives. Includes data collection periods, data collection processes, data quality control, agency liaison and data file specification development.</i></p> <p><i>See Section 6.5: WORKFORCE INFORMATION REPORTING for records relating to the reporting on MOHRI, EEO and ELSLER data.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) records relating to the use and development of computer/software applications, e.g. Workforce Analysis and Comparison Application (WACA).</i></p>		





Reference	Description of records	Status	Disposal Action
6.4.1	<p><b>Workforce Analysis and Comparison Application</b></p> <p>Entries in the Workforce Analysis and Comparison Application (WACA) relating to human resource data submitted by Queensland public service agencies. Includes Minimum Obligatory Human Resource Information (MOHRI), Employee Long Service Leave Entitlements (ELSLER), and Equal Employment Opportunity data (EEO).</p> <p>Information may include, but is not limited to:</p> <ul style="list-style-type: none"><li>• agency code</li><li>• employee number</li><li>• date of birth</li><li>• gender</li><li>• employment category</li><li>• Aboriginal or Torres Strait Islander descent</li><li>• legislation employed under</li><li>• calendar year</li><li>• date of appointment</li><li>• occupation classification</li><li>• award code</li><li>• disability code</li><li>• non-English speaking background</li><li>• separation date</li></ul>	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
6.4.2	<p><b>Data interpretation</b></p> <p>Records used for the interpretation of public sector data captured under reference number 6.4.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• data dictionaries</li><li>• data file specifications</li><li>• cube notes</li><li>• lookup tables and definitions</li><li>• salary schedules.</li></ul>	Permanent	Retain permanently.
6.4.3	<p><b>Data collection and validation</b></p> <p>Records relating to the collection and validation of workforce data submitted by Queensland public sector agencies.</p> <p>Records may include, but are not limited to, correspondence with agencies regarding data validation.</p>	Temporary	Retain for 1 year after data validation.
6.4.4	<p><b>Data models</b></p> <p>Data models and data cubes in the WACA system.</p>	Temporary	Retain for 1 year after superseded.



Reference	Description of records	Status	Disposal Action
6.4.5	<p><b>Reporting exemptions</b></p> <p>Records relating to agency requests for reporting exemptions from MOHRI, EEO and ELSLER data reporting requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written exemption requests</li><li>• approvals</li><li>• refusals.</li></ul>	Temporary	Retain for 7 years after cessation of exemption.
6.4.6	<p><b>Annual EEO reports</b></p> <p>Records relating to annual EEO reports from public sector agencies in accordance with s.31 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• agency EEO reports</li><li>• correspondence with agencies.</li></ul>	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
6.4.7	<p><b>Annual EEO reports – corrective actions</b></p> <p>Records relating to corrective actions taken by the Commission Chief Executive over areas of dissatisfaction with any matters raised in public sector agencies' annual EEO reports, in accordance with s.33 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• recommendations/advice to an agency chief executive detailing corrective actions to be taken</li><li>• Chief executive's notices, in accordance with s.34 of the <i>Public Service Act 2008</i>.</li></ul>	Temporary	Retain for 7 years after last action.
6.4.8	<p><b>Annual EEO reports – exemptions</b></p> <p>Records relating to exemptions granted to public sector agencies from EEO reporting requirements, in accordance with s.32 of the <i>Public Service Act 2008</i>. Also includes Commission Chief Executives' cancellations of reporting exemptions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written exemptions</li><li>• correspondence with agency</li><li>• cancellations.</li></ul>	Temporary	Retain for 7 years after cessation of exemption.



Reference	Description of records	Status	Disposal Action
6.5	<p><b>WORKFORCE INFORMATION REPORTING</b></p> <p><i>The activity of reporting and supplying whole-of-government Minimum Obligatory Human Resource Information (MOHRI), Equal Employment Opportunity (EEO), and Employee Long Service Leave Entitlements Report (ELSLER) information for the purposes of reporting back to government and client agencies.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records for reference material used by the Commission in support of workforce information reporting.</i></p>		
6.5.1	<p><b>State of the Service report</b></p> <p>Final version of State of the Service report.</p>	Permanent	Retain permanently.
6.5.2	<p><b>Whole-of-Government reports</b></p> <p>Final version of whole-of-government reports on MOHRI, EEO and ELSLER information for client and government agencies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Chief Executive Officer (CEO) performance reports</li><li>• Queensland Public Service survey reports</li><li>• recruitment reports</li><li>• labour market reform reports</li><li>• workforce issues reports</li><li>• ELSLER reports</li><li>• EEO reports.</li></ul>	Permanent	Retain permanently by the Public Service Commission.



Reference	Description of records	Status	Disposal Action
6.5.3	<p><b>Ad Hoc reports</b></p> <p>Records relating to the ad hoc reports on MOHRI, EEO, and ELSLER information for individual client agencies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• requests</li><li>• reports</li><li>• file notes.</li></ul>	Temporary	Retain for 7 years after last action.
6.5.4	<p><b>Working papers</b></p> <p>Working papers documenting the development of whole-of-government and ad hoc EEO, MOHRI and ELSLER reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• draft reports</li><li>• statistics</li><li>• copies of interstate reports.</li></ul>	Temporary	Retain for 3 years after last action.



## 7. LEGACY RECORDS

*This section covers legacy records of the Service Delivery and Performance Commission (2005 – 2008), which were created under the provisions of the repealed Service Delivery and Performance Commission Act 2005.*

*See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the development of standards issued by the agency for implementation across Government.*

*Contact Queensland State Archives for any legacy records not covered by this section.*

Reference	Description	Date Range	Status	Disposal Action
7.1	<p><b>AGENCY AND SERVICE REVIEWS</b></p> <p><i>The activities associated with carrying out reviews of government agencies and/or services in order to monitor, measure and assess the performance and delivery of those services to ensure efficiencies, accountabilities and performance targets are being met.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i></p>			



Reference	Description	Date Range	Status	Disposal Action
7.1.1	<p><b>Review records</b></p> <p>Legacy records relating to the conduct of agency and service reviews, in accordance with ss.21-33 of the repealed <i>Service Delivery and Performance Commission Act 2005</i>.</p> <p>Includes final version of review reports and sensitive information removed from the final report, in accordance with s.33 of the <i>Service Delivery and Performance Commission Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Minister's referrals, amendments and withdrawals</li><li>• notice of proposed reviews</li><li>• terms of reference</li><li>• project plans</li><li>• consultation with agencies</li><li>• draft reports, including agency feedback to drafts</li><li>• background research and reference papers</li><li>• recommendations</li><li>• briefs.</li></ul>	2005 – 2008	Permanent	Retain permanently.
7.2	<p><b>APPEAL AND GRIEVANCE MANAGEMENT</b></p> <p><i>The activity of hearing reopened appeals under s.210 of the Public Service Act 2008. (Note: Section 210 of the Public Service Act 2008 was repealed on 1 November 2010) Also includes hearing appeals against decisions under Chapter 6 of the repealed Local Government Act 1993.</i></p>			





Reference	Description	Date Range	Status	Disposal Action
7.2.1	<p><b><i>Public Service Act 2008 – reopened appeals</i></b></p> <p>Legacy records relating to appeals that were reopened by the Commission Chief Executive in accordance with s.210 of the <i>Public Service Act 2008</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• applications to reopen</li><li>• submissions</li><li>• file notes</li><li>• acknowledgements</li><li>• checklists</li><li>• audio recordings.</li></ul>	-	Temporary	Retain for 30 years after last action.



Reference	Description	Date Range	Status	Disposal Action
7.2.2	<p><b>Local Government Act 1993 – appeals that proceed to hearing</b></p> <p>Legacy records relating to discipline appeals lodged under s.1151 of the repealed <i>Local Government Act 1993</i> that proceed to hearing.</p> <p>Includes those disciplinary appeals where:</p> <ul style="list-style-type: none"><li>• there has been a failure to comply with procedures required by law for taking disciplinary action</li><li>• the disciplinary action taken is excessive</li><li>• the grounds for disciplinary action are unreasonable or insufficient</li><li>• the appellant is innocent.</li></ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written notices of appeal</li><li>• acknowledgements</li><li>• file notes</li><li>• conduct and discovery orders</li><li>• correspondence</li><li>• audio recordings.</li></ul>	1993 – 2008	Temporary	Retain for 30 years after last action.



Reference	Description	Date Range	Status	Disposal Action
7.2.3	<p><b>Local Government Act 1993 – appeals that do not proceed to hearing</b></p> <p>Legacy records relating to discipline appeals lodged under s.1151 of the repealed <i>Local Government Act 1993</i> that do not proceed to hearing.</p> <p>Includes withdrawn or lapsed appeals, appeals submitted by ineligible applicants or those appeals which are found to be frivolous or vexatious, in accordance with s.1160(2)(e) of the repealed <i>Local Government Act 1993</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• written notices of appeal</li><li>• acknowledgements</li><li>• file notes</li><li>• submissions</li><li>• notices to withdraw</li><li>• orders for the payment of costs</li><li>• correspondence.</li></ul>	1993 – 2008	Temporary	Retain for 10 years after last action.
7.3	<p><b>REPORTING</b></p> <p><i>The process associated with initiating or providing a formal response to a situation or request, and to provide formal statements or findings of the results of the examination or investigation.</i></p> <p><i>See Section 7.1 for reports generated as a result of a review into an agency or government service.</i></p>			



Reference	Description	Date Range	Status	Disposal Action
7.3.1	<p><b>Annual Service Delivery and Performance reports</b></p> <p>Records relating to the development of Annual Service Delivery and Performance reports. Includes final versions of reports, prepared in accordance with s.11(a) and s.35(1) of the repealed <i>Service Delivery and Performance Commission Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• draft reports</li><li>• written notices to agency chief executives.</li></ul>	2005 – 2008	Permanent	Retain permanently.
7.3.2	<p><b>Annual work program</b></p> <p>Records relating to the preparation of annual work programs, in accordance with s.14(1) of the repealed <i>Service Delivery and Performance Commission Act 2005</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• draft work program</li><li>• final version of work program</li><li>• Minister's variations.</li></ul>	2005 – 2008	Temporary	Retain for 10 years after last action.