

# MAPPING: GENERAL RETENTION AND DISPOSAL SCHEDULE (GRDS) TO GRDS LITE

Queensland State Archives

GRDS Reference		Lite Reference
<b>COMMON ACTIVITIES</b>		
1000	Advice – significant	1285
1001	Advice – other	1288
1002	Agreements and contracts – significant	1285
1003	Agreements and contracts – under seal	1286
1004	Agreements and contracts – not under seal	1004
1005	Agreements and contracts not proceeded with	1288
1006	Agreements and contracts register	1286
1007	Audits – significant	1285
1008	Audits – other	1288
1010	Delegations – Chief Executive Officers and statutory office holders	1285
1011	Delegations – other staff	1011
1012	Vehicle authorisations	1288
1263	Travel authorisations/approvals	1288
2421	Building Information Modelling (BIM) records – archival value	1285
2422	Building Information Modelling (BIM) records	2422
1013	Advisory bodies	1285
1014	High-level committees	1285
1015	Committees – other	1288
1156	Claims – significant	1285
1264	Claims – hazardous substance conditions	1264
1157	Claims – self-insurance scheme	1157
1158	Claims – involving minors	1158
1159	Claims – other	1159
1016	Compliance breaches – significant	1285
1017	Compliance breaches – other	1288
1018	Compliance exemptions	1018
1019	Compliance with legislation and/or standards	1288
1020	Compliance inspections and quality assurance	1288
1021	Corruption cases – significant	1285

GRDS Reference		Lite Reference
<b>COMMON ACTIVITIES</b>		
1022	Corruption cases – other	1288
1240	Criminal history checks	1240
1241	Employment screening assessments	1315
1242	Criminal history check registers	1315
1023	Evaluations and reviews – significant	1285
1024	Evaluations and reviews – other	1288
2643	Identity verification – no legal requirement to retain documents	2643
2644	Identity verification – evidence	2644
2645	Identity documents – legal requirement to retain documents	2645
2646	Identity documents – no legal requirement to retain documents	2646
2647	Legacy identity documents – evidence	2647
1025	Stakeholder engagement	1288
1026	Client relationship management	1288
2075	Liaison	1288
1028	Routine meetings	1288
1029	Plans – significant	1285
1030	Specific purpose plans – final	1331
1031	Operational plans – final	1331
1032	Plan development	1288
1033	Core/functional policy – final	1285
1034	Administrative policy – final	1288
1558	Incidents, allegations, disclosures and investigations of abuse – vulnerable persons	1558
1559	Evidence of interactions and contact with vulnerable persons	1559
1560	Governance practices for proactive protection of vulnerable persons	1560
1037	Administrative/operational procedures – final	1288
1039	Projects – significant	1285
1040	Projects – other	1288
1265	Projects that do not proceed	1288
1042	Reports – significant	1285
1044	Reports – other	1288
1045	Reports development	1288
1046	Research – significant	1285
1047	Research – other	1288
1048	Research – short term	1288
1051	Risk assessment and mitigation	1288
1052	Security breaches – significant	1285
1053	Security breaches – other	1288

GRDS Reference		Lite Reference
<b>COMMON ACTIVITIES</b>		
2649	Outsource activities – shared datasets	1288
2650	Data – COVIDSafe App	2650
1202	Surveillance footage provided to investigative and law enforcement agencies	1202
1284	Surveillance footage captured for a specific purpose	1284

GRDS Reference		Lite Reference
<b>ASSET MANAGEMENT</b>		
1174	Moveable assets – hazardous substances	1174
1175	Moveable assets – business/software applications	1175
1180	Moveable assets – other	1289
1179	Moveable assets – registered plant	1179
1181	Moveable assets installation	1289
1183	Acquisitions not proceeded with	1289
1186	Warranties and guarantees	1289
1187	Agency operating manuals	1187
1178	Moveable assets – vehicles (maintenance)	1178
1184	Vehicle registrations	1289
1317	Vehicle bookings	1289

GRDS Reference		Lite Reference
<b>COLLECTION MANAGEMENT</b>		
1063	Preventive conservation	1290
1054	Cultural collections – development and management	1054
1055	Loan arrangements	1290
1056	Acquisitions not proceeded with	1290
1060	Collections – acquisitions and disposals	1290
1280	Parent/guardian permissions	1280

GRDS Reference		Lite Reference
<b>EXTERNAL RELATIONS</b>		
1065	Addresses, presentations or speeches – significant	1291
1066	Addresses, presentations or speeches – other	1293
1067	Management of customer services	1293
1068	Service charters and directives – development	1320
1070	Gifts, donations and bequests – significant	1291
1071	Gifts, donations and bequests – other	1071
1058	Exhibitions organised by an agency or with input from an agency – significant	1291

GRDS Reference		Lite Reference
<b>EXTERNAL RELATIONS</b>		
1059	Exhibitions organised by an agency or with input from an agency – other	1293
1072	Enquiries, complaints and suggestions – significant	1291
1073	Enquiries, complaints and suggestions – investigations or legal significance	1293
1074	Complaints – routine	1293
1075	Inquiries – directly related	1291
1076	Inquiries – not directly related	1293
1077	Public interest disclosures – substantiated	1291
1078	Public interest disclosures – unsubstantiated	1292
1079	Public interest disclosures – no action required	1293
1759	Investigation records deemed irrelevant	1759
1080	Judicial reviews	1293
1081	Contact with lobbyists	1292
1082	Marketing campaigns – significant	1291
1083	Marketing campaigns – other	1293
1084	Master set of agency media releases	1291
1085	Programs and events – significant	1291
1086	Programs and events – other	1293
1088	Honours, awards and prizes – significant	1291
1089	Honours, awards and prizes – other	1293
1090	Ministerial briefings – significant	1291
1091	Ministerial briefings – other	1329
1092	Submissions – development and drafting	1291
1093	Executive Council Minutes – approved prior to 2010	1291
1094	Executive Council Minutes – approved from 2010 onwards	1329
1095	Visits – official major delegations	1291
1096	Visits – other	1293

GRDS Reference		Lite Reference
<b>FINANCIAL MANAGEMENT</b>		
1097	Accounts – banking, loans and investments	1097
1098	Financial records of Government Owned Corporations	1098
1099	Asset and money management	1294
1100	Taxation	1295
1101	Accountable forms	1294
1105	Statutory body financial approvals	1295
1106	Budget	1294
1107	Budget progress	1295
1110	Trusts – establishment	1110
1112	Loans, investments and trusts that do not proceed	1295
1113	Grant funds, subsidies and sponsorships – successful	1295
1114	Grant funds, subsidies and sponsorships – unsuccessful	1295
1251	Payroll authorisations	1251
1252	Salary and wage records	1294
1253	Salary and wage supporting documentation	1295
1116	Financial registration	1116
1117	Superannuation fund establishment	1117
1118	Appointment of trustees	1118
1119	Superannuation committees	1119
1108	Register of destroyed financial information	1295
1109	Register of reproduced financial information	1295

GRDS Reference		Lite Reference
<b>GOVERNING BODIES</b>		
1279	Governing body appointments and separations – not managed by the Department of the Premier and Cabinet	1296
1120	Governing body appointments and separations – other	1120
1121	Fees and allowances	1121
1266	Unsuccessful nominations	1297
1278	Staff elections	1297
1122	Governing bodies – establishment, alteration and operation	1296

GRDS Reference		Lite Reference
<b>INDUSTRIAL RELATIONS</b>		
1123	Appeals – significant	1298
1124	Appeals – other	1299
1125	Pay and working conditions claims	1299
1126	Industrial disputes – significant	1298
1127	Industrial disputes – other	1299
1128	Workplace agreements and awards – standard	1128
2076	No agreement	2076

GRDS Reference		Lite Reference
<b>INFORMATION MANAGEMENT</b>		
1130	Master control records – permanent value records	1300
1282	Master control records – temporary value records	1301
1281	Records transferred to Queensland State Archives	1281
1131	Record destruction documentation	1131
1132	Recovery of lost records	1302
1133	Secure mail processing	1302
1134	Retention and disposal schedule development	1302
1135	Agency copyright	1326
1136	Copyright applications	1330
1137	Data quality and integrity validation	1301
1138	Control mechanisms	1138
1139	System migration	1139
1140	Data administration – other	1302
1267	Privacy and Right to Information applications	1302
1318	Privacy and Right to Information applications – documents requested	1318
1154	Administrative release of information	1302
1141	Specialised preservation – permanent value records	1141
1142	Specialised preservation – temporary value records	1302
1143	Ongoing preservation measures	1302
1147	Agency publications – significant	1300
1148	Agency publications – other	1302
1149	Production process	1302
1155	Security arrangements – handling and storage	1328

GRDS Reference		Lite Reference
<b>LEGAL SERVICES</b>		
1163	Infringements – legislation and statutory regulations	1305
1164	Vehicle infringements	1305
1165	Patents, trademarks and designs	1165
1167	Intellectual property administration	1305
1160	Legal advice – significant	1303
1161	Legal advice – matters involving minors	1304
1162	Legal advice – other	1162
1168	Legislative drafting	1303
1169	Matters – significant	1303
1170	Matters – involving minors	1304
1171	Matters – other	1305
1172	Discovery orders, summons, subpoenas and warrants	1305

GRDS Reference		Lite Reference
<b>PROPERTY MANAGEMENT</b>		
1188	Contaminated agency property – restoration	1306
1189	Agency property management – significant	1306
1190	Agency property management – other	1190
1191	Agency property – equipment and utility installation	1191
1192	Agency property – inspections	1307
1193	Acquisition, construction and maintenance not proceeded with	1307
2640	Deeds and certificates of title	2640
1195	Utilities – maintenance and repair	1307
1196	Building and energy management – monitoring	1307
1197	Routine maintenance	1307
1198	Office fit outs	1307
1199	Office relocation	1307
1200	Property access controls	1327
1201	Security operations	1307
1203	Hazardous substances – asbestos, lead and radioactive materials	1203
1204	Hazardous waste – excluding asbestos, lead and radioactive materials	1204
1205	Rubbish removal and recycling	1307

GRDS Reference		Lite Reference
<b>STRATEGIC MANAGEMENT</b>		
1206	Disaster recovery – significant	1308
1207	Disaster recovery – other	1309

GRDS Reference		Lite Reference
<b>STRATEGIC MANAGEMENT</b>		
1208	Government-wide policy implementation	1309
1209	Agency-wide policy implementation	1309
1210	Performance management	1309
1211	Restructures – significant	1308
1212	Restructures – transfer arrangements	1309
1213	Restructures – other	1309

GRDS Reference		Lite Reference
<b>WORK HEALTH AND SAFETY</b>		
1214	Notifiable incidents	1311
1215	Non-notifiable incidents	1313
1216	Accidents and incidents registers	1311
1217	Work health and safety committees	1217
1218	Workplace registers – asbestos, hazardous chemicals and hazardous substances	1218
1219	Workplace monitoring – hazardous substances and dangerous goods	1310
1220	Health monitoring – radiation	1220
1221	Health monitoring – asbestos	1221
1222	Health monitoring – hazardous chemicals	1312
1223	Airborne contaminants	1312
1224	Safety data sheets	1224
1225	Routine inspections	1313
1226	Hazardous substances and dangerous goods policies	1310
1227	Work health and safety policies	1311
1228	High risk	1311
1229	Low risk	1312
1230	No risk	1313

GRDS Reference		Lite Reference
<b>WORKFORCE MANAGEMENT</b>		
1231	Employee complaints	1316
1248	Investigations by external bodies	1248
1249	Internal investigations	1316
1250	Frivolous or vexatious allegations	1316
1232	Employment history – summaries	1314
1233	Employee service history	1233
1234	Service history – contractors, volunteers and work placements	1316
1235	Employee medical examinations	1235

GRDS Reference		Lite Reference
<b>WORKFORCE MANAGEMENT</b>		
1236	Relocation expenses	1316
1238	Work diaries – Chief Executive Officer – significant	1314
1239	Work diaries – Chief Executive Officer – other	1316
2077	Position/role creation and evaluation	1316
1244	Health and wellbeing programs	1316
1245	Attendance	1316
1254	Employee performance management programs	1316
1255	Employee performance	1316
1256	Employee awards, honours and prizes	1316
2641	Recruitment and selection – shortlisted applicants	2641
1319	Recruitment/employment schemes	1316
2642	Recruitment and selection – all other unsuccessful applicants	2642
1258	Rehabilitation programs	1258
1259	Employee separation	1316
1262	Registered Training Organisation (RTO) status	1262
2079	Training provision	1316