

# **GENERAL RETENTION AND DISPOSAL**

## **SCHEDULE (LITE)**

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of common and administrative public records created by all Queensland Government agencies

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The [Queensland Government \(For Government\) website](#) should always be referred to for the current, authorised version.

## The General retention and disposal schedule (Lite)

The General retention and disposal schedule (Lite) is a condensed version of the [General retention and disposal schedule \(GRDS\)](#) and authorises the disposal of common and administrative records created by all Queensland Government agencies. The Lite classes do not cancel out the minimum retention periods for records, as authorised in the full schedule, which is still current and available for use. Classes within the Lite can be combined with classes from the full schedule.

The Lite can be used in conjunction with an agency's core business or sector schedule. Disposal authorisations in the Common activities section can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed.

**Records relating to vulnerable persons:** When your agency's core schedule and the GRDS are in conflict, the longest retention period should be used to ensure maximum protection to the record. For example, if records relating to vulnerable persons incidents are required to be kept for 120 years under your agency's core business or sector schedule, then that disposal authorisation takes precedence. Conversely if you have relevant records in your agency schedule that have a lower retention requirement than the GRDS disposal authorisations, then the GRDS disposal authorisations take precedence.

**Records not relating to vulnerable persons:** Where any other disposal action in this schedule is inconsistent with a disposal action approved in an agency's core business or sector schedule, the core business or sector schedule takes precedence (provided that the schedule is current and up-to-date). This schedule applies to records created in any format, unless otherwise specified in the class description. Digitised paper records can be disposed of if they meet the requirements of the Queensland State Archives' [Physical Source Records disposal authorisation](#). Public records that are not covered by the GRDS or another approved retention and disposal schedule cannot be disposed of by an agency.

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

This schedule will regularly be amended with the addition of new disposal authorisations or changes to disposal authorisation descriptions or disposal actions. Agencies will be notified of any changes and the information will also be published on the Recordkeeping section of the [Queensland Government \(For Government\) website](#). Always refer to the [website](#) for the most recent version of this schedule.

Any previously authorised retention and disposal schedule covering disposal authorisations described in the GRDS Lite are now superseded and previous versions should be removed from use. Refer to Queensland State Archives website for a listing of [superseded schedules](#). It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

## Schedule layout

The Common activities section combines activities used in multiple functions into a single section at the beginning of the Lite. This section provides the broadest possible disposal coverage of records which are common across the Queensland government and removes inconsistencies that arise when all the common activities are listed under many individual functions and schedules. The remaining functions, and their specific disposal authorisations, then follow in alphabetical order.

This schedule does not include transitory or short term disposal authorisations from the full version of the [GRDS](#) as these have been included in the default disposal authorisation. The one exception to this is for sensitive authentication data which has a specific requirement to destroy. If you wish to apply the shorter retention period for transitory or short term records, see the Transitory and Short Term Records section of the [GRDS](#).

Each class has been allocated a disposal authorisation number to aid with the disposal of records. Where a disposal authorisation is identical to that used in the GRDS, the disposal authorisation number has remained the same. If a disposal authorisation contains multiple, condensed classes from GRDS then

a new disposal authorisation number has been allocated. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

### Using this schedule

There are three categories of classes in the GRDS Lite, but not all functions have each of these categories:

1. *Permanent class*: All permanent classes within a function have been merged.
2. *Classes for long-term temporary records and classes where the retention period has a particular requirement*: e.g. 'Retain for 80 years from date of birth or 7 years from the date of separation, whichever is later'.
3. *Default class*: This class covers the bulk of the records for the function. It covers classes with low retention periods rolled up to a higher disposal action (e.g. classes with retention periods of 2, 3 and 5 years have been rolled up to 7 years).

Agencies can use these categories to undertake 'exception sentencing' where they focus on records with permanent, long-term temporary and particular retention requirements. All other records can be sentenced under the default class saving time and resources by removing the requirement to match records to multiple disposal authorisations. If the default class covers low level records that would be costly or inefficient to store for the longer 7 year period, the lesser retention period in the full schedule can be used.

### When this schedule should NOT be used

It is an offence under s.129 of the *Criminal Code Act 1899* '*for a person, who knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence*'. A duty of care exists for agencies to ensure records that may be needed in evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. Internal processes should be implemented to meet this obligation which may include consultation with your Legal or Right to Information area or issuing an internal records disposal freeze (by the person responsible for approving destruction) if it is reasonably expected that a judicial proceeding may occur e.g. retaining property files that may contain information on the use of asbestos in buildings.

Additionally, any group of records covered by a disposal freeze issued by the State Archivist cannot be disposed of while the freeze is in place. Disposal freezes generally relate to a particular topic or event which has gained prominence or provokes controversy. Further information about current disposal freezes and whether they affect the use of this schedule is available from the [Queensland Government \(For Government\) website](#).

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

### Significant criteria for permanent disposal authorisations

The value of records can change over time. When assessing temporary records that have reached their minimum retention period and are due for destruction, agencies should consider whether the records have attained a level of significance that could be re-classified as permanent value records. In the full schedule the criteria for significance is included with each disposal authorisation. Due to the structure of the Lite, we have included the criteria for determining significance here.

When determining if records are significant enough to be of permanent value you should consider whether the records show or demonstrate:

- substantial changes or influences to government policy or direction
- notable environmental impact (e.g. drought, salinity, genetically modified crops, heritage buildings/places, world heritage listings, national parks/reserves)

- extent of profound changes to lives of individuals, families or communities (e.g. Native Title)
- precedent setting prosecutions, court cases (e.g. first of its kind)
- involve the agency as a key party to any negotiations or resolution of a dispute
- proceed to a Royal Commission or Parliamentary Inquiry
- an important government project or program
- considerable economic impact (e.g. major government contracts, corporatisation of government assets)
- substantial public interest and debate
- a large impact on the provision of agency services
- innovative or significant changes to working conditions.

Records that appear to be of interest as permanent value records should be referred to Queensland State Archives for review prior to any disposal.

See the [Queensland State Archives' Appraisal Statement](#) for more advice on determining significance of records.

### **Records with Archival/Enduring or Intrinsic value**

Public records provide evidence of the decisions and actions of Queensland public authorities, and support transparent and accountable government. Queensland State Archives aims to retain and preserve public records that have significant value for Queenslanders.

#### ***Archival/Enduring value***

A record of enduring value must be identified and retained in a usable form, regardless of whether the records are in the custody of QSA or an agency.

Archival/Enduring value means: the ongoing usefulness or significance of records, based on the evidential, administrative, financial, legal, informational and historical values that justify the permanent retention of records. These records have enduring value to the state of Queensland, the relevant agency, the community, and/or Australia as a whole and therefore need to be kept indefinitely. Under disposal authorisations authorised by the State Archivist, records of enduring value have the status of permanent and are transferred to QSA once business use has ceased.

For further information on the values guiding the appraisal and identification of permanent public records, refer to the Appraisal Statement on the Queensland State Archives website.

#### ***Intrinsic value***

Before disposal, it is necessary to consider if a record has intrinsic value. If the record is deemed to have intrinsic value, the records cannot be destroyed. Intrinsic value refers to the special qualities and characteristics of the original medium that contribute to the record's significance. The characteristics that make the record special could be lost or diminished if the physical source record is destroyed and only the content is retained.

Intrinsic value may include:

- Records of significant aesthetic or format based value e.g. artwork or hand written ledger from previous centuries with examples of lost handwriting styles
- Records of utmost personal significance to the subject of the record e.g. handwritten letters within an adoption file
- Records of historical significance e.g. original proclamations

- Records relating to a significant person or place e.g. a document signed by a prime minister
- Surviving records of a significant event/disaster/incident which saw the disposal of records
- Records with special qualities and characteristics that could be lost or diminished if the original source record is digitised, converted or migrated into another medium

The intrinsic value of a record may be separate from its information value and the intrinsic value may be lost or diminished if replaced by a copy. A record of intrinsic value may have either the status of permanent or temporary under a disposal authorisation issued by the State Archivist.

### **Disposal**

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002*. No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

Any disposal of public records without authorisation from the State Archivist may be a breach of the *Public Records Act 2002* (s.13).

### **How we can help?**

More information on implementing schedules is available on the Recordkeeping section of the [Queensland Government \(For Government\) website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your records manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 or via the [Queensland Government \(For Government\) website](#).

**Approved by State Archivist: Mike Summerell**

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## COMMON ACTIVITIES

Records of activities common to many government agencies. Each common disposal authorisation from this section can be combined with any function undertaken by an agency, except where an exemption is indicated.

*Includes the following activities:*

- Advice
- Agreements
- Audit
- Authorisations
- Committees
- Compensation
- Compliance
- Corruption prevention and detection
- Employment screening
- Evaluation
- Liaison
- Meetings
- Physical source records
- Planning
- Policy
- Procedures
- Project management
- Reporting
- Research
- Reviewing
- Risk management
- Security.

*Excludes the following:*

- core business records of the Queensland Audit Office; WorkCover Queensland; Crime and Corruption Commission
- delegations records held by a Minister or Assistant Minister's Office
- compliance enforcement activities undertaken by an agency as part of its statutory responsibilities
- research undertaken by an agency as part of its core statutory responsibilities.

See [ASSET MANAGEMENT](#) for records relating to acquiring, supplying, maintaining, repairing and disposing of moveable assets.

See [COLLECTION MANAGEMENT](#) for records relating to acquiring, organising and processing the collection of a library and/or information centre, museum, art gallery, theatre etc.

See [EXTERNAL RELATIONS](#) for records relating to managing relationships with external bodies.

See [FINANCIAL MANAGEMENT](#) for records relating to managing an agency's financial resources.

See [GOVERNING BODIES](#) for records relating to managing and administering governing bodies, such as boards, trusts, and councils that oversee or provide a framework for the direction and control of an agency.

See INDUSTRIAL RELATIONS for records relating to establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace.

See INFORMATION MANAGEMENT for records relating to managing agency records and information, including publications.

See LEGAL SERVICES for records relating to legal services provided to the agency.

See PROPERTY MANAGEMENT for records relating to managing buildings, structures and land owned or leased by an agency.

See STRATEGIC MANAGEMENT for records relating to applying broad systematic management planning for the agency.

See WORK HEALTH AND SAFETY for records relating to implementing work health and safety legislation internally throughout the agency.

See WORKFORCE MANAGEMENT for records relating to hiring and developing employees so that they become more valuable to the agency.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1285	<p>The following Common Activities classes have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• significant high-level advice provided or received by the agency on substantive aspects of agency functions, responsibilities, obligations and liabilities</li> <li>• agreements and contracts, including joint ventures and public-private partnerships, which are of major significance to the agency and the State or which have created major public interest or controversy, includes agreements that do not proceed</li> <li>• significant audits which cross functions, examine core functions or measure agency performance or compliance at a strategic level</li> <li>• delegations of authority issued: <ul style="list-style-type: none"> <li>◦ by a Minister where the records of delegation are managed by the department</li> <li>◦ to a Chief Executive Officer (or equivalent)</li> <li>◦ to a statutory office holder</li> </ul> </li> <li>• external advisory bodies that have a direct impact on the agency's operations, includes the nomination and appointment of advisory board members and meeting minutes</li> <li>• high-level committees with overall responsibility for making major policy and planning decisions, includes the nomination and appointment of committee members and meeting minutes</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• compensation claims which are of significance to the agency and/or to the wider community, includes claims which go to appeal</li> <li>• significant breaches of legislative requirements</li> <li>• significant cases of misappropriation, fraud, theft or negligence</li> <li>• significant evaluations or reviews of potential or existing agency functions, programs, services and systems</li> <li>• final approved versions of strategic or high-level plans, includes the development and review of significant agency plans</li> <li>• final approved versions of strategic or high-level policies, standards and guidelines</li> <li>• development, implementation, review and closure of significant projects</li> <li>• strategic level reports relating to the agency's core functions and performance or reports which have whole-of-government implications</li> <li>• significant research conducted to support the functions of the agency</li> <li>• significant security breaches which may result in the laying of charges, or where sabotage is strongly suspected</li> <li>• graphical and non-graphical information (BIM records) created through the application of Building Information Modelling (BIM) that have permanent archival/enduring value.</li> </ul> <p>Excludes proactive protection of vulnerable persons records that have permanent archival value</p> <p>See <a href="#"><u>1560 Governance practices for proactive protection of vulnerable persons</u></a></p>		
2422	<p><b>Building Information Modelling (BIM) records</b></p> <p>Graphical and non-graphical information (BIM records) created through the application of Building Information Modelling (BIM).</p> <p>Excludes BIM records that have permanent archival value.</p>	Retain for 12 years after the transfer, disposal or demolition of the infrastructure asset.	15 May 2019

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1264	<p><b>Claims – hazardous substance conditions</b></p> <p>Records relating to compensation claims submitted on behalf of a claimant who has been exposed or potentially exposed to a hazardous substance, e.g. asbestos.</p>	100 years after business action completed.	1 September 2016
1157	<p><b>Claims – self-insurance scheme</b></p> <p>Records relating to worker's compensation claims processed by an agency that is licensed as a self-insurer and not sent to WorkCover Queensland.</p>	55 years after settlement of claim.	1 September 2016
1158	<p><b>Claims – involving minors</b></p> <p>Records relating to compensation claims submitted on behalf of a claimant who was a minor at the time of the incident.</p> <p>Includes claims made by members of the public, work experience students and volunteers.</p>	When child reaches 27 years of age.	1 September 2016
1286	<p>The following records supporting agreements and contracts:</p> <ul style="list-style-type: none"> <li>• which have been approved under seal (speciality contracts)</li> <li>• register entries.</li> </ul>	12 years after the expiry or termination of the agreement or contract.	1 September 2016
1004	<p><b>Agreements and contracts – not under seal</b></p> <p>Records relating to agreements and contracts which are approved and are not under seal.</p> <p>Includes joint venture projects, superannuation trustee agreements, insurance policies, service level agreements, lease agreements and intellectual property licences.</p>	7 years after the expiry or termination of the agreement or contract.	1 September 2016
1011	<p><b>Delegations – other staff</b></p> <p>Records relating to delegations of authority issued to other agency staff.</p> <p>Includes financial delegations.</p>	7 years after authorisation ceases.	1 September 2016
1159	<p><b>Claims – other</b></p> <p>Records relating to all other compensation and/or insurance claims submitted, or received by, the agency.</p>	7 years after settlement of claim.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Claims include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• personal injury</li> <li>• property damage</li> <li>• compulsory acquisition of private property</li> <li>• motor vehicle damage</li> <li>• worker's compensation – submitted to the agency responsible for implementing the statutory worker's compensation scheme (e.g. WorkCover Queensland)</li> <li>• pay and working conditions</li> <li>• all other insurance claims.</li> </ul>		
1018	<p><b>Compliance exemptions</b></p> <p>Records relating to agency exemptions from compliance with specific legislative provisions.</p> <p>Exemptions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Anti-Money Laundering and Counter Terrorism Financing Act 2006</i></li> <li>• <i>Financial and Performance Management Standard 2009</i>.</li> </ul>	7 years after expiry or refusal of exemption.	1 September 2016
1240	<p><b>Criminal history checks</b></p> <p>Records relating to criminal history checks undertaken on an employee who is performing relevant or prescribed duties to assess their ongoing risk and suitability for a role.</p> <p>Includes criminal history checks of persons an agency proposes to engage or employ to perform relevant or prescribed duties as well as contractors, students and volunteers.</p> <p>NOTE: These records are not to be kept any longer than the disposal action.</p>	Until assessment of individual is complete.	1 September 2016
1315	<p>The following records supporting employee screening:</p> <ul style="list-style-type: none"> <li>• screening of persons an agency proposes to engage or employ to perform relevant or prescribed duties as well as contractors, students and volunteers</li> <li>• criminal history screening registers.</li> </ul>	7 years after separation.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1331	<p>The following records supporting planning:</p> <ul style="list-style-type: none"> <li>• final approved versions of specific purpose plans applying to the agency as a whole</li> <li>• final approved versions of operational plans and unit level work plans.</li> </ul>	7 years after plan is superseded.	1 September 2016
2074	<p><b>Physical Source records</b></p> <p>This disposal authorisation covers a physical source record that has been converted to microfilm or digital format.</p> <p>To use this disposal authorisation, the following conditions <b>must</b> be met:</p> <ul style="list-style-type: none"> <li>• the records do not fall under one of the excluded records categories</li> <li>• the record has a temporary retention status under a disposal authorisation issued by the State Archivist</li> <li>• the reproduction of the record must be accessible and held in a trusted system for the life of its temporary retention period</li> <li>• the reproduction must be a complete, clear and accurate copy of the physical source record that is fit for purpose</li> <li>• the agency has developed and documented a defensible process that demonstrates how it meets the conditions of the source record disposal authorisation</li> <li>• the agency has attained Chief Executive Officer (CEO) or their authorised delegate's approval of the defensible process.</li> </ul> <p>See the <a href="#">Physical Source Records Guideline</a> on the QSA website for further information</p>	Destroy physical source record after conversion to microfilm or digital format once all conditions have been met and all exclusions have been observed	20 February 2018
1558	<p><b>Incidents, allegations, disclosures and investigations of abuse - vulnerable persons</b></p> <p>Records relating to the proactive protection of vulnerable persons including:</p> <ul style="list-style-type: none"> <li>• Allegations of abuse</li> <li>• Disclosure of abuse</li> <li>• Incidents of abuse</li> <li>• Investigations of abuse</li> </ul>	100 years after creation of record	27 March 2020

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes records that may not document a criminal offence but may require further investigation to ensure inappropriate behaviour towards vulnerable persons is not occurring.		
1559	<p><b>Evidence of interactions and contact with vulnerable persons</b></p> <p>Records providing evidence of interactions and contact with vulnerable persons identified following the implementation of the <a href="#">Guideline</a>. Includes records documenting the processes followed to identify corroborating evidence or records relevant to future incidents, allegations, disclosures or investigations of abuse.</p>	<p>Retain until 31 December 2028</p> <p><i>QSA will undertake a reassessment of this retention period prior to 31 December 2028</i></p>	27 March 2020
1560	<p><b>Governance practices for proactive protection of vulnerable persons</b></p> <p>Records relating to the development and implementation of a public authorities' policies, plans, strategies, training material and other guidance that sets out requirements for the proactive protection of vulnerable persons.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• policies and procedures relating to the handling of incidents, allegations, disclosures and investigations of abuse</li> <li>• standards related to the proactive protection of vulnerable persons</li> <li>• codes of conduct related to proactive protection of vulnerable persons</li> <li>• training material related to the handling of incidents, allegations, disclosure and investigations of abuse of vulnerable persons</li> <li>• training material related to expected conduct of paid staff, contractors, visitors, volunteers and outsourcing arrangements</li> <li>• major drafts of governance documents</li> </ul>	<p>Permanent</p> <p>Transfer to QSA after business action completed.</p>	27 March 2020
1284	<p><b>Surveillance footage captured for a specific purpose</b></p> <p>Records of surveillance and monitoring activities captured for a specific purpose and are not required for investigative purposes or evidence.</p> <p>Excludes continuous surveillance captured for routine purposes.</p> <p>Also excludes extracts of surveillance monitoring records provided to an investigative or law enforcement agency.</p>	<p>90 days after record created.</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	NOTE: Retain surveillance footage required by the agency as evidence in accordance with the relevant disposal authorisation in this schedule or another approved schedule.		
2650	<p><b>Data - COVIDSafe App</b></p> <p>Records collected or generated through the operation of the COVIDSafe app (i.e. COVIDSafe app data) which is <b>downloaded/extracted</b> to support contact tracing activities.</p> <p><i>See the GRDS for:</i></p> <ul style="list-style-type: none"> <li>• <i>contracts/agreements made about the use of the app and data</i></li> <li>• <i>performance measures, reports, plans, statistics relating to the management of the data</i></li> </ul> <p><i>This disposal authorisation does not relate to Queensland Health / Hospital and Health Service contact tracing information which is dealt with under the requirements of the relevant Public Health Direction.</i></p>	Destroy as soon as practicable when no longer required for contact tracing purposes, or immediately following the declaration of the end of the COVIDSafe data period, whichever is sooner.	3 December 2020
1288	All other records relating to Common Activities not covered by the above classes.	7 years after business action completed.	1 September 2016

# ASSET MANAGEMENT

*Acquiring, supplying, maintaining, repairing and disposing of moveable assets.*

*Moveable assets may include, but are not limited to: vehicles, machinery, plant, equipment, appliances, implements, tools, furniture, furnishings, clothing, chemicals, hardware (including IT), kitchen/cleaning items, medical supplies, stationery and software.*

*Excludes the management of buildings, structures and land and the management of moveable assets required for the delivery of core functions, which have specific retention requirements (e.g. firearms).*

*Includes the following activities:*

- Moveable assets
- Vehicles.

See COMMON ACTIVITIES for records relating to:

- Agreements
- Authorisation
- Compensation
- Planning
- Procedures.

See COLLECTION MANAGEMENT for records relating to the acquisition and disposal of library and cultural materials.

See FINANCIAL MANAGEMENT for records relating to the financial management of moveable assets. Includes insurance policies.

See INFORMATION MANAGEMENT for records relating to system migration and specialised digital preservation treatments and recovery of data on a wide scale, the management of data within a database and requests for system access.

See PROPERTY MANAGEMENT for the management of buildings, structures or land.

See WORK HEALTH & SAFETY for records relating to work health and safety accidents and incidents and employee handling of hazardous substances and associated health and safety measures.

See WORKFORCE MANAGEMENT for records relating to training provided to employees as part of the implementation of new equipment and systems.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1174	<b>Moveable assets – hazardous substances</b> Records relating to the acquisition, storage and handling of hazardous substances for agency use.	100 years after business action completed.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes radioactive materials and radiation equipment (e.g. x-ray equipment), laboratory chemicals and pesticides.		
1175	<p><b>Moveable assets – business/software applications</b></p> <p>Non-financial records relating to the development, modification, configuration and/or disposal of specific applications or interactive apps to meet business needs which go into production.</p> <p>Excludes the acquisition and/or disposal of specific applications or interactive apps which are acquired 'off-the-shelf' or through the acquisition of software as a service (i.e. cloud), and which do not require customisation. Also excludes contractual records, data quality and integrity, control mechanisms, data migrations and specialised digital preservation treatments.</p>	7 years after application is closed, discontinued or superseded (through upgrade or major modification).	1 September 2016
1179	<p><b>Moveable assets – registered plant</b></p> <p>Records relating to the management of registered plant kept in accordance with the <i>Work Health and Safety Regulation 2011</i>.</p>	7 years after the plant has been scrapped or ownership transferred.	1 September 2016
1178	<p><b>Moveable assets – vehicles (maintenance)</b></p> <p>Records relating to the maintenance, repair and modification of agency vehicles.</p>	Transfer to new owner after sale or retain for 1 year after disposal of vehicle.	1 September 2016
1187	<p><b>Agency operating manuals</b></p> <p>Operating manuals and instructions developed by the agency for operating all forms of equipment.</p> <p>Excludes manuals for software applications.</p>	While equipment remains with the agency OR until superseded.	1 September 2016
1289	All other records relating to Asset Management not covered by the above classes.	7 years after business action completed.	1 September 2016

## COLLECTION MANAGEMENT

*Acquiring, organising and processing the collection of a library and/or information centre, museum, art gallery, theatre etc. Includes those collections that support agency functions and which are not their core business, e.g. school libraries. Also includes the selection, ordering, accessioning, acquisition, cataloguing, index, evaluation of collection material, and preserving of collection material and use of the collection.*

*Excludes agencies where collection management is a core function.*

*Includes the following activities:*

- Collection preservation
- Cultural collection management
- General collection management.

See COMMON ACTIVITIES for records relating to:

- Agreements
- Plans
- Policies
- Procedures
- Risk management.

See ASSET MANAGEMENT for records relating to the acquisition, maintenance and disposal of hardware, internet services and telecommunications equipment.

See EXTERNAL RELATIONS for records relating to gifts, benefits and bequests, exhibitions and programs and events presented or hosted by a cultural institution or library.

See FINANCIAL MANAGEMENT for records relating to the payment of invoices.

See INFORMATION MANAGEMENT for records relating to the acquisition, maintenance and disposal of software, copyright and preservation treatments for public records and information resources.

See LEGAL SERVICES for intellectual property rights.

See PROPERTY MANAGEMENT for records relating to library, museum, art gallery, theatre etc. buildings.

See WORKFORCE MANAGEMENT for employing staff.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1054	<p><b>Cultural collections – development and management</b></p> <p>Records relating to the development and management of cultural collections including:</p> <ul style="list-style-type: none"> <li>• selection and appraisal</li> <li>• acquisition by purchase, donation or transfer</li> <li>• accessioning and cataloguing</li> <li>• preservation, including any chemical or physical treatments</li> <li>• deaccessioning and disposal via sale, transfer, auction, destruction or repatriation.</li> </ul>	Permanent. Transfer to QSA after business action completed	1 September 2016
1280	<p><b>Parent/guardian permissions</b></p> <p>Records relating to parent/guardianship permissions to allow children to borrow library material, use the internet and be responsible for any fines or infringements of copyright.</p>	When child reaches 18 years of age.	1 September 2016
1290	All other records relating to Collection Management not covered by the above classes.	7 years after business action completed.	1 September 2016

## EXTERNAL RELATIONS

*Managing relationships with external bodies. Includes the agency's relationship with community groups; Ministers and Members of Parliament and the political processes of government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, Commissions of Inquiry and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other local, state, Commonwealth or overseas governments. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.*

Reference should be made to the [Queensland Cabinet Handbook](#) for guidance in the management, maintenance and disposal of Cabinet records.

Includes the following activities:

- Addresses, presentations or speeches
- Customer services
- Donations
- Exhibitions
- Enquiries & reactions
- Inquiries
- Liaison
- Marketing
- Media relations
- Program & event management
- Submissions
- Visits.

See [COMMON ACTIVITIES](#) for records relating to:

- Advice
- Agreements
- Audit
- Committees
- Compensation
- Liaison
- Policy
- Procedures
- Reporting.

See [COLLECTION MANAGEMENT](#) for records relating to the management of collections.

See [FINANCIAL MANAGEMENT](#) for records relating to payments, grant funding and sponsorships.

See [INFORMATION MANAGEMENT](#) for records relating to publication production, right to information and privacy administration.

See [LEGAL SERVICES](#) for records relating to discovery orders, summons, subpoenas and warrants and incidents that involve minors.

See [PROPERTY MANAGEMENT](#) for records relating to property access controls.

See [WORKFORCE MANAGEMENT](#) for records relating to staff training presentations and awards, honours and prizes for employees.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1291	<p>The following External Relations classes have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• final versions of addresses that are made by the Premier, portfolio Minister, Mayor, Councillors or senior agency officers at major public or government occasions; generate substantial public interest or controversy; are of cultural significance, e.g. Mabo Oration</li> <li>• gifts, donations or bequests that have been made to or by the agency which are of cultural or historical significance, includes those received as part of fundraising events and activities</li> <li>• management of exhibitions organised by the agency or with input from the agency which have major significance to the State, includes planning and development, production and design of the exhibition/display</li> <li>• enquiries, complaints and suggestions that result in changes to policy or set a precedent</li> <li>• agency's contribution and involvement in an Inquiry or investigation that is directly related to its functions or business</li> <li>• substantiated public interest disclosures (PID) investigations</li> <li>• planning and management of major marketing campaigns developed to promote significant agency achievements, activities or events</li> <li>• master set of media releases issued by the agency and approved by the Chief Executive Officer or agency head (e.g. Commissioner, Mayor, etc.), excludes media releases retained as part of the Department of the Premier and Cabinet's ministerial media statements solution</li> <li>• programs and events which are organised by the agency, or with input from the agency, and are of major importance to the agency, broader community or the State</li> <li>• significant honours, awards and prizes successfully received, or distributed, by the agency</li> <li>• significant ministerial briefings</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>development and drafting of submissions to the Federal Government and Queensland Cabinet</li> <li>Executive Council Minutes (approved prior to 2010) provided to an agency for implementation</li> <li>coordination and arrangement of official visits made to and by important dignitaries or official major delegations to the agency.</li> </ul>		
1292	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>unsubstantiated public interest disclosures (PID) investigations</li> <li>contact between the agency and registered lobbyists as defined under s.42 of the <i>Integrity Act 2009</i>.</li> </ul>	10 years after business action completed.	1 September 2016
1329	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>Ministerial briefings of a routine nature (e.g. approvals for interstate travel or conference attendance)</li> <li>Executive Council Minutes (approved from 2010 onwards) returned to an agency for implementation.</li> </ul>	8 years after business action completed.	1 September 2016
1320	<p><b>Service charters and directives – development</b></p> <p>Records relating to the development of service charters and directives relating to the provision of services to the agency's clients.</p>	7 years after superseded.	1 September 2016
1071	<p><b>Gifts, donations and bequests – other</b></p> <p>Records relating to all other gifts, donations or bequests that have been made to or by the agency.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>gifts, donations and bequests that are offered as part of fundraising events and activities</li> <li>the refusal of proposed donations.</li> </ul>	7 years after business action completed or until terms of the donation/gift have been fulfilled.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1759	<p><b><i>Investigation records deemed irrelevant</i></b></p> <p>Records gathered during an inquiry or public interest disclosure (PID) investigation which are subsequently deemed irrelevant.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• documentary evidence that is irrelevant to the allegation or the broader investigation</li> <li>• background research.</li> </ul>	Until the investigation is finalised and the conclusion of any subsequent appeals or legal action.	26 April 2017
1293	All other records relating to External Relations not covered by the above classes.	7 years after business action completed.	1 September 2016

# FINANCIAL MANAGEMENT

*Managing an agency's financial resources.*

*Includes the following activities:*

- Accounting
- Authorisations
- Budgeting
- Funds management
- Grant funding & sponsorships
- Legacy financial records
- Payroll
- Registration
- Superannuation fund management.

See COMMON ACTIVITIES for records relating to:

- Agreements
- Audits
- Risk management.

See EXTERNAL RELATIONS for records relating to donations.

See INFORMATION MANAGEMENT for records relating to registers.

See LEGAL SERVICES for records relating to intellectual property management.

See WORKFORCE MANAGEMENT for records relating to superannuation contribution summaries.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1118	<b>Appointment of trustees</b> Records relating to the appointment or changes to the appointment of trustees of a superannuation fund.	10 years after appointment ceases.	1 September 2016
1119	<b>Superannuation committees</b> Records of proceedings of superannuation trustee committees.	10 years after business action completed.	1 September 2016
1097	<b>Accounts – banking, loans and investments</b>	7 years after account closed.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Records relating to the establishment and ongoing management of accounts for general banking, loans and investments.</p> <p>Includes records documenting the closure of the accounts.</p>		
1098	<p><b>Financial records of Government Owned Corporations</b></p> <p>Financial records of Government Owned Corporations retained in accordance with s.286 of the <i>Corporations Act 2001</i> (Cwlth) that:</p> <ul style="list-style-type: none"> <li>• correctly document and explain the transactions, financial position and performance of the Government Owned Corporation</li> <li>• would enable true and fair financial statements to be prepared and audited.</li> </ul>	7 years after the transactions covered by the records are completed.	1 September 2016
1294	<p>The following records supporting agency finances:</p> <ul style="list-style-type: none"> <li>• the payment or receipt of money and the financial management of the agency's assets</li> <li>• the development and approval of the agency's operating budget</li> <li>• the management of accountable forms including vouchers, cheques, money forms, etc.</li> <li>• the payment of salaries and wages to employees.</li> </ul>	7 years after the financial year to which the records relate.	1 September 2016
1110	<p><b>Trusts – establishment</b></p> <p>Records relating to the establishment of trusts.</p>	7 years after the disbursement of all assets/funds.	1 September 2016
1116	<p><b>Financial registration</b></p> <p>Records relating to the agency's compliance with financial registration requirements.</p> <p>Includes records relating to registration changes and de-registration.</p>	7 years after registration lapses or is superseded.	1 September 2016
1117	<p><b>Superannuation fund establishment</b></p> <p>Records relating to the establishment of the superannuation fund.</p>	7 years after superannuation fund ceases.	1 September 2016
1251	<b>Payroll authorisations</b>	7 years after authorisation	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records relating to employee authorisations to deduct or amend wage and salary payments.	superseded or cancelled.	
1295	All other records relating to Financial Management not covered by the above classes.	7 years after business action completed.	1 September 2016

# GOVERNING BODIES

*Managing and administrating governing bodies, such as boards, trusts, councils that oversee or provide a framework for the direction and control of an agency.*

*Excludes records relating to cross-border governing bodies, local government councils and the nomination and appointment of candidates to boards and statutory bodies managed by the Department of the Premier and Cabinet and/or Ministerial Offices.*

*Includes the following activities:*

- *Board management*
- *Statutory powers.*

See COMMON ACTIVITIES for records relating to:

- *Audits*
- *Authorisation*
- *Committees*
- *Criminal history checks*
- *Reporting.*

See EXTERNAL RELATIONS for records relating to Ministerial directions and complaints handling.

See FINANCIAL MANAGEMENT for records relating to the payment of fees and allowances and superannuation committees.

See LEGAL SERVICES for records relating to legal advice and litigation and prosecutions.

See WORKFORCE MANAGEMENT for records relating to employees that are appointed to a governing body.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1296	<p>The following Governing Bodies classes have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• appointment and separation of members to governing bodies, where this process is not managed by the Department of Premier and Cabinet, includes staff successfully elected to governing bodies and disclosures of pecuniary interests</li> <li>• establishment, alteration, and operation of governing bodies, includes formal instruments of authority establishing the governing body and records of meetings.</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1120	<p><b>Governing body appointments and separations – managed by the Department of the Premier and Cabinet</b></p> <p>Records relating to all other appointment and separation of members to governing bodies including those where the Department of the Premier and Cabinet manages the appointments and separations process.</p> <p>Includes staff successfully elected to governing bodies and disclosures of pecuniary interests.</p>	80 years from date of birth or 7 years from date of separation, whichever is later.	1 September 2016
1121	<p><b>Fees and allowances</b></p> <p>Records relating to the determination and approval of payment of members of governing bodies as remuneration for the performance of their duties.</p>	7 years after separation of member from governing body.	1 September 2016
1297	All other records relating to Governing Bodies not covered by the above classes.	7 years after business action completed.	1 September 2016

## INDUSTRIAL RELATIONS

*Establishing formal relations with the agency's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbiter and reports of industrial relations within the agency.*

*Includes the following activities:*

- Appeals
- Claims
- Disputes
- Workplace agreements and awards.

See COMMON ACTIVITIES for records relating to:

- Advice
- Agreements
- Compensation
- Compliance
- Meetings.

See FINANCIAL MANAGEMENT for records relating to payments made for successful claims.

See LEGAL SERVICES for records relating to infringements, legal advice received by the agency regarding appeals and disputes, and worker's compensation.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1298	The following Industrial Relations classes have <b>permanent</b> value: <ul style="list-style-type: none"> <li>• significant appeals made to an external industrial relations arbitration body, e.g. the Queensland Industrial Relations Commission or the Industrial Court of Queensland, against a decision or order</li> <li>• significant industrial disputes.</li> </ul>	Permanent. Transfer to QSA after business action completed	1 September 2016
1128	<b>Workplace agreements and awards – standard</b>	10 years after expiry of agreement or award.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Records relating to the development and negotiation of industrial and workplace agreements and awards that do not generate substantial public interest and debate or set a precedent.</p> <p>Includes enterprise bargaining.</p> <p>Excludes significant workplace agreements and awards.</p>		
1299	All other records relating to Industrial Relations not covered by the above classes.	7 years after business action completed.	1 September 2016

# INFORMATION MANAGEMENT

*Managing agency records and information, including publications.*

*Excludes core business records of lead agencies in the information management domain, such as Queensland State Archives.*

*Includes the following activities:*

- *Control*
- *Copyright administration*
- *Data administration*
- *Preservation*
- *Privacy administration*
- *Publication*
- *Right to information*
- *Security.*

See COMMON ACTIVITIES for records relating to:

- *Agreements*
- *Audit*
- *Authorisation*
- *Compliance*
- *Evaluation*
- *Planning*
- *Policy*
- *Procedures*
- *Security.*

See ASSET MANAGEMENT for records relating to the development and maintenance of applications and systems.

See COLLECTION MANAGEMENT for records relating to the management of library, museum, art gallery etc. collections.

See EXTERNAL RELATIONS for records relating to enquiries, complaints and suggestions, marketing and program and event management.

See FINANCIAL MANAGEMENT for payment of licences.

See LEGAL SERVICES for records relating to intellectual property, legal advice and litigation.

See PROPERTY MANAGEMENT for records relating to the conservation and security of agency property and waste management.

See STRATEGIC MANAGEMENT for records relating to implementation of plans.

See WORKFORCE MANAGEMENT for records relating to terms of condition of employment that assigns copyright to the agency.

See General Retention and Disposal Schedule for Digital Source Records (QDAN678) for the disposal of digital source records that have been successfully migrated from one hardware/software configuration to another, or from one generation of computer technology to another.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1300	<p>The following Information Management records have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• master control records to provide meaning, context and access to permanent value records or information over time</li> <li>• master copies of all significant agency publications, includes final version of agency annual report.</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016
1301	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• master control records to provide meaning, context and access to temporary value records or information over time</li> <li>• validation of data quality and integrity, includes data migrations and specialised digital preservation treatments.</li> </ul>	<p>For the life of the related records.</p>	1 September 2016
1281	<p><b>Records transferred to Queensland State Archives</b> Records relating to the transfer of permanent value records to Queensland State Archives.</p>	<p>Permanent. Retain in agency.</p>	1 September 2016
1131	<p><b>Record destruction documentation</b> Records relating to the disposal of agency records through destruction.</p>	<p>50 years after the disposal of the related records.</p>	1 September 2016
1141	<p><b>Specialised preservation – permanent value records</b> Records relating to conservation treatments and preservation actions that in some way intrinsically change the records, e.g. major repairs, restoration, salvage treatments following an incident or disaster, treatment for pest or mould infestations etc., undertaken on records that have ongoing and permanent value. Includes conservation treatments provided by consultants.</p>	<p>Transfer to Queensland State Archives when records are transferred.</p>	1 September 2016
1326	<p><b>Agency copyright</b> Records relating to agency ownership and/or management of copyright material including:</p> <ul style="list-style-type: none"> <li>• ownership by the agency of Crown copyright</li> </ul>	<p>7 years after expiry of copyright.</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>copyright held by the agency for works created by an individual during the course of employment and how the right is to be exercised.</li> </ul>		
1330	<p><b>Copyright applications</b></p> <p>Records relating to the management of copyright applications:</p> <ul style="list-style-type: none"> <li>made by the agency to reproduce material where another party holds the copyright</li> <li>received by the agency requesting permission to reproduce material where the agency owns the copyright.</li> </ul> <p>Includes applications made by, or to, the agency regarding the reproduction of portions of copyrighted software and the management of applications which are refused.</p>	7 years after permission expires or business action completed, whichever is later.	1 September 2016
1318	<p><b>Right to Information &amp; Information Privacy applications – documents requested</b></p> <p>Original documents subject to an application for access under Right to Information or Information Privacy legislation.</p> <p>NOTE: This class refers to the original documents which may be subject to disposal under another class in a retention and disposal schedule approved by the State Archivist. Copies of documents provided to applicants should be maintained with the application file.</p>	7 years after all appeal processes have been finalised  AND  For the minimum retention period authorised in a retention and disposal schedule for the original documents.  These sentences are to run concurrently.	1 September 2016
1328	<p><b>Security arrangements – handling and storage</b></p> <p>Records relating to security arrangements for handling and storing records and information including:</p> <ul style="list-style-type: none"> <li>the use of safes and security equipment</li> <li>courier and mail handling</li> <li>offsite storage arrangements.</li> </ul>	7 years after arrangements superseded or business action completed, whichever is later.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1138	<p><b>Control mechanisms</b></p> <p>Records relating to the development and maintenance of application control mechanisms.</p>	2 years after application is closed, discontinued or superseded (through upgrade or major modification).	1 September 2016
1139	<p><b>System migration</b></p> <p>Records relating to the process of migrating of records between electronic systems including via:</p> <ul style="list-style-type: none"> <li>• manual data entry</li> <li>• moving disk files from one folder (or computer) to another</li> <li>• database insert queries</li> <li>• developing custom software</li> <li>• media refreshment – one storage device to another.</li> </ul> <p>Excludes digital source records, which have been migrated.</p>	1 year after data is either migrated again or destroyed.	1 September 2016
1302	All other records relating to Information Management not covered by the above classes.	7 years after business action completed.	1 September 2016

# LEGAL SERVICES

*Legal services provided to the agency. Includes the provision of legal advice (from in-house legal teams and external council), the management of intellectual property, the drawing up of legal agreements and legislation, and the handling of legal action, claims and disputes, as well as the provision of compensation.*

*Excludes the core business records of Crown Law and the Courts.*

*Includes the following activities:*

- *Infringements*
- *Intellectual property*
- *Legal advice*
- *Legislative drafting*
- *Litigation & prosecutions.*

See COMMON ACTIVITIES for records relating to:

- *Advice*
- *Agreements*
- *Compensation*
- *Corruption Prevention and Detection*

See EXTERNAL RELATIONS for records relating to legal advice relating to Commissions of Inquiry and Cabinet submissions for significant litigation matters, submissions to the portfolio Minister and Cabinet relating to legislation.

See FINANCIAL MANAGEMENT for records relating to the payment of fines, costs of legal advice and receiving of royalties.

See INDUSTRIAL RELATIONS for records relating to appeals made to an external industrial relations arbitration body.

See INFORMATION MANAGEMENT for records relating to copyright administration.

See WORKFORCE MANAGEMENT for records relating to investigations into individual employees and the resulting disciplinary action.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1303	<p>The following Legal Services records have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• legal advice provided on matters which are of significance to the agency and/or to the wider community, includes matters which go to appeal and advice to minors which is significant</li> <li>• drafting of new legislation and amendments to existing legislation administered by the agency, includes regulations and legislative proposals that do not proceed</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• issues, claims or case matters which are of significance to the agency and/or to the wider community, includes matters which go to appeal and matters that involve minors that are significant.</li> </ul>		
1304	<p>The following records supporting minors:</p> <ul style="list-style-type: none"> <li>• legal advice provided on potential claims or proceedings involving minors that are not significant</li> <li>• issues, claims or case matters involving minors where the matter is not significant.</li> </ul>	When child reaches 27 years of age.	1 September 2016
1162	<p><b>Legal advice – other</b></p> <p>Records relating to all other legal advice.</p>	10 years after business action completed.	1 September 2016
1165	<p><b>Patents, trademarks and designs</b></p> <p>Records relating to the management of patents, trademarks and designs that are administered by the agency.</p>	7 years after intellectual property expires.	1 September 2016
1305	All other records relating to Legal Services not covered by the above classes.	7 years after business action completed.	1 September 2016

# PROPERTY MANAGEMENT

*Managing buildings, structures and land owned or leased by an agency (e.g. offices, schools, hospitals, heritage properties, land set aside for proposed building work, etc.).*

*Includes acquiring, constructing, maintaining, and disposing of property as well as the removal of pollutants and hazardous materials or waste. Also includes office relocations.*

*Excludes:*

- *the management of state land and government owned infrastructure (e.g. roads, ports, airports, bridges, etc.)*
- *compliance inspections conducted by an agency as part of its statutory responsibilities (e.g. structural inspections)*
- *the operation of swimming pools*
- *activities undertaken by an agency as part of its core statutory responsibilities (e.g. heritage conservation by the Department of Environment and Heritage Protection).*

*Includes the following activities:*

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <i>Building and land management</i></li><li>• <i>Maintenance</i></li><li>• <i>Office facilities</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Property security</i></li><li>• <i>Waste management.</i></li></ul> |
|---|---|

See COMMON ACTIVITIES for records relating to:

- *Agreements*
- *Planning*
- *Project Management*
- *Security.*

See ASSET MANAGEMENT for records relating to the acquisition of equipment, stores, vehicles and technology.

See FINANCIAL MANAGEMENT for all financial records relating to the acquisition, maintenance and disposal of property.

See INFORMATION MANAGEMENT for records relating to security breaches involving information and disposal of public records.

See STRATEGIC MANAGEMENT for records relating to the restructure of an agency.

See WORK HEALTH AND SAFETY for records relating to workplace monitoring of exposure to hazardous materials, handling of hazardous substances and safety data sheets.

See WORKFORCE MANAGEMENT for records relating to relocation expenses, disciplinary action of an employee

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1306	<p>The following Property Management records have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• restoration of contaminated agency property in accordance with the <i>Environmental Protection Act 1994</i></li> <li>• management of significant agency property, includes the acquisition, design, construction, commissioning, conservation, renovation, fit-out, inspection and disposal of significant property as well as heritage property policies and management plans.</li> <li>• agency property development which meet the criteria for significance but do not proceed</li> <li>• buildings which were once heritage listed but are later removed from the register.</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016
1203	<p><b>Hazardous substances – asbestos, lead and radioactive materials</b>            Records relating to the identification, removal and disposal of hazardous substances (including asbestos, lead and radioactive materials) from agency property.            Includes maintenance which requires the use of hazardous materials or substances.</p>	<p>100 years after removal or disposal of hazardous substance.</p>	1 September 2016
1204	<p><b>Hazardous waste – excluding asbestos, lead and radioactive materials</b>            Records relating to the inspection, removal and disposal of hazardous waste from agency property (e.g. explosives, flammable liquids/solids, poisons, toxins, ecotoxins and infectious substances).            Excludes the disposal of asbestos, lead and radioactive materials.</p>	<p>30 years after removal of waste.</p>	1 September 2016
1190	<p><b>Non-significant agency property management</b>            Records relating to the management of other agency property that is not significant.            Includes the acquisition, design, construction, commissioning, conservation, structural renovation and disposal of property.            Excludes restoration of contaminated agency property, routine maintenance work, property inspections and the management of hazardous materials including asbestos.</p>	<p>12 years after disposal of property.</p>	1 September 2016
1191	<p><b>Agency property – equipment and utility installation</b>            Records relating to the installation of equipment into agency property.</p>	<p>7 years after removal of equipment or disposal of property.</p>	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<p>Includes heating, plumbing, air conditioning, security and surveillance systems, cabling, alarms etc.</p> <p>Excludes routine maintenance of utilities and installation in significant properties.</p>		
1327	<p><b>Property access controls</b></p> <p>Records relating to the management of access controls to secure areas within agency property.</p>	7 years after arrangements have ceased or been superseded.	1 September 2016
1194	<p><b>Deeds and certificates of title</b></p> <p>Deeds and certificates of title of property held by an agency.</p> <p>Excludes official land, deed and title registers held by the Titles Registry.</p>	Return to Titles Registry on sale or transfer of property.	1 September 2016
1307	All other records relating to Property Management not covered by the above classes.	7 years after business action completed.	1 September 2016

## STRATEGIC MANAGEMENT

*Applying broad systematic management planning for the agency.*

*Excludes:*

- *the external implementation of policies developed by the agency for implementation across government and/or the wider community*
- *the monitoring of government-wide policy implementation undertaken by the Department of the Premier and Cabinet.*

*Includes the following activities:*

- *Implementation*
- *Performance management*
- *Restructuring.*

See COMMON ACTIVITIES for records relating to:

- *Agreements*
- *Audit*
- *Committees*
- *Compliance*
- *Evaluation*
- *Planning*
- *Policy*
- *Procedures*
- *Reporting*
- *Reviewing*
- *Risk Management*

See GOVERNING BODIES for records relating to managing and administering governing bodies.

See INFORMATION MANAGEMENT for records relating to right to information and privacy provisions.

See LEGAL SERVICES for records relating to Legislation and legal advice.

See PROPERTY MANAGEMENT for records relating to the relocation of an agency.

See WORKFORCE MANAGEMENT for records relating to employee performance management, position/role creation and evaluation and separations.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1308	<p>The following Strategic Management records have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• the implementation of disaster recovery and business continuity plans following a major disaster or serious incident, e.g. cyclone, floods, etc.</li> <li>• significant reviews and restructures of an entire agency or major functional sections of it, including the sale, outsourcing or long-term leasing of government functions.</li> </ul>	<p>Permanent. Transfer to QSA after business action completed</p>	1 September 2016
1309	All other records relating to Strategic Management not covered by the above classes.	7 years after business action completed.	1 September 2016

# WORK HEALTH AND SAFETY

*Implementing work health and safety legislation internally throughout the agency. Includes the development and implementation of safety policies and the monitoring of safe work practices, procedures and preventive measures.*

*Includes the following activities:*

- Accidents and incidents
- Compliance
- Inspections
- Policy
- Risk management.

See COMMON ACTIVITIES for records relating to:

- Audit
- Compliance
- Meetings
- Policy
- Procedures
- Risk management.

See GOVERNING BODIES for records relating to Board Management.

See INFORMATION MANAGEMENT for records relating to disposal documentation.

See PROPERTY MANAGEMENT for records relating to waste management of hazardous substances.

See WORKFORCE MANAGEMENT for records relating to accident or incident records are maintained on employment service history files; health and wellbeing programs and rehabilitation of employees.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1218	<p><b>Workplace registers – asbestos, hazardous chemicals and hazardous substances</b></p> <p>Registers that document the use, presence, handling or storage of hazardous substances by the agency.</p> <p>Substances may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• chemicals</li> <li>• asbestos</li> <li>• lead</li> <li>• radioactive materials.</li> </ul>	Permanent. Retain in agency.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1310	<p>The following records supporting the safe management of hazardous substances and dangerous goods:</p> <ul style="list-style-type: none"> <li>• monitoring of hazardous substances and dangerous goods in the work place</li> <li>• policies for the management of hazardous substances and dangerous goods including their use, presence, handling, monitoring and storage.</li> </ul>	100 years after business action completed.	1 September 2016
1311	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• notifiable work health and safety accidents, incidents and complaints which include the death, serious injury or illness of a person or involves a dangerous incident</li> <li>• registers of work health and safety accidents, incidents and complaints</li> <li>• work health and safety policies</li> <li>• risk management of work health and safety hazards where assessments indicate a high risk to employees, health surveillance and/or monitoring of employees is necessary.</li> </ul>	80 years after business action completed.	1 September 2016
1220	<p><b>Health monitoring – radiation</b></p> <p>Records relating to the personal monitoring of an employee's exposure to radiation in accordance with the <i>Radiation Safety Act 1999</i>.</p>	75 years from date of birth or 30 years after last assessment, whichever is later	1 September 2016
1221	<p><b>Health monitoring – asbestos</b></p> <p>Records relating to the ongoing health monitoring of individuals engaged in the use, handling or storage of asbestos in accordance with the <i>Work Health and Safety Regulation 2011</i>.</p>	40 years after business action completed.	1 September 2016
1312	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• ongoing health monitoring of individuals engaged in the use, handling, generation or storage of hazardous chemicals in accordance with the <i>Work Health and Safety Regulation 2011</i></li> <li>• monitoring airborne contaminant levels</li> </ul>	30 years after business action completed.	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<ul style="list-style-type: none"> <li>• risk management of work health and safety hazards where assessments indicate a low risk to employees and health surveillance and/or monitoring of employees is necessary.</li> </ul>		
1217	<p><b>Work health and safety committees</b></p> <p>Records of proceedings of work health and safety committees.</p>	10 years after business action completed.	1 September 2016
1224	<p><b>Safety data sheets</b></p> <p>Safety data sheets (SDS) prepared by the manufacturers or importers of hazardous chemicals and covering the properties and uses of substances.</p> <p>Previously known as Material Safety Data Sheet (MSDS).</p>	Until data sheet superseded or until hazardous chemical disposed of.	1 September 2016
1313	All other records relating to Work Health and Safety not covered by the above classes.	7 years after business action completed.	1 September 2016

# WORKFORCE MANAGEMENT

Hiring and developing employees so that they become more valuable to the agency. An employee is someone directly employed by the agency including permanent, temporary, casual and part-time employees and people working under scholarships, traineeships and apprenticeships.

*Includes the following activities:*

- Employee complaints management
- Employee misconduct
- Employment history
- Evaluation
- Health and wellbeing promotion
- Leave
- Performance management
- Recruitment
- Rehabilitation
- Separations
- Training.

See COMMON ACTIVITIES for records relating to:

- Agreements
- Compensation
- Corruption prevention and detection
- Criminal history checks
- Employment screening
- Planning.

See EXTERNAL RELATIONS for records relating to awards, honours and prizes received and sponsored by an agency.

See FINANCIAL MANAGEMENT for records relating to the payment of expenses and wages and salaries to employees.

See GOVERNING BODIES for records relating to the appointment of Board members.

See INFORMATION MANAGEMENT for records relating to for indexes or registers of employment service history records or personnel files.

See PROPERTY MANAGEMENT for records relating to the relocation of premises.

See STRATEGIC MANAGEMENT for records relating to the performance of an agency and the restructure of an agency.

See WORK HEALTH & SAFETY for records relating to health monitoring-hazardous chemicals.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1314	<p>The following Workforce Management records have <b>permanent</b> value:</p> <ul style="list-style-type: none"> <li>• records that summarise the employment of all employees of an agency</li> <li>• diaries and appointment books of Chief Executive Officers (or equivalent) that document information about significant issues, e.g. decisions and actions that are</li> </ul>	Permanent. Transfer to QSA after business action completed	1 September 2016

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	not recorded elsewhere. Excludes private diary appointments not related to the performance of official duties and Minister and Assistant Minister diaries and Mayors diaries.		
1233	<p><b>Employee service history</b></p> <p>Records relating to the appointment and consolidated employment history of employees.</p>	80 years from date of birth or 7 years from date of separation, whichever is later.	1 September 2016
1258	<p><b>Rehabilitation programs</b></p> <p>Records relating to the workplace rehabilitation of employees following injury or illness.</p>	55 years after business action completed.	1 September 2016
1262	<p><b>Registered Training Organisation (RTO) status</b></p> <p>Records relating to an agency where they have attained Registered Training Organisation (RTO) status.</p>	30 years after registration ceases.	1 September 2016
1248	<p><b>Employee misconduct investigations by external bodies</b></p> <p>Records relating to investigations of employee misconduct conducted by an external body.</p>	15 years after business action completed.	1 September 2016
1235	<p><b>Employee medical examinations</b></p> <p>Records relating to the implementation and administration of medical examinations of employees to determine fitness for duty.</p> <p>Excludes medical examinations for exposure to hazardous substances.</p>	10 years after business action completed.	1 September 2016
1316	All other records relating to Workforce Management not covered by the above classes.	7 years after business action completed.	1 September 2016