

# EDUCATION AND TRAINING SECTOR RETENTION AND DISPOSAL SCHEDULE

Authorised 14 November 2018

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of records of early childhood education and care, school education, training and skilling.

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

## Using this schedule

The Education and Training Sector retention and disposal schedule authorises the disposal of records created by Queensland public authorities that provide early childhood education and care, school education, training and skilling.

This schedule excludes the coverage of Queensland university records.

This schedule includes Grammar schools.

Records covered under this schedule relate to curriculum, training products, accreditation and registration of educational organisations, the regulation of educational organisations, educational facilities matters, food services at educational institutions, the management of animals and crops at educational facilities, school management, student management and student services.

It applies to records created in any format, unless otherwise specified in the class description.

The Education and Training Sector retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule \(GRDS\)](#). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every five years.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Department of Education and Training (DET) is the responsible agency for the Education and Training Sector retention and disposal schedule at the time of approval of the schedule. However, in the event of an administrative change this retention and disposal schedule will continue to apply to the records covered by the schedule. For further advice on the currency of approved retention and disposal schedules following administrative change, please contact Government Recordkeeping at Queensland State Archives on (07) 3037 6630 or [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use. It is the agency's responsibility to maintain the current approved schedule within their business practices and systems.

Revoked schedules include:

| QDAN#   | Issued     | Name  |
|---------|------------|---|
| 110 v.1 | 4/04/1997  | Training and Industrial Relations: Graduate Development Program records                                     |
| 116 v.1 | 7/05/1997  | Gold Coast Institute of Technical and Further Education Records   |
| 163 v.1 | 30/06/1997 | Education Queensland: Records held in Schools (student test forms)  |
| 187 v.1 | 4/08/1997  | Training and Industrial Relations: Training Queensland – Training Initiatives                               |
| 188 v.1 | 1/09/1997  | Training and Industrial Relations: Training Queensland – Training Scheme Development                        |
| 200 v.1 | 25/08/1997 | Training, Employment and Industrial Relations: Training Queensland – Apprenticeship and Traineeship records |
| 214 v.1 | 26/09/1997 | Training and Industrial Relations: WH&S – Complaint and Examination records                                 |

| QDAN#   | Issued     | Name  |
|---------|------------|---|
| 242 v.1 | 17/11/1997 | Training and Industrial Relations: Skills Recognition Branch – Applications for Recognition   |
| 248 v.1 | 28/11/1997 | Training and Industrial Relations: Training Services – Apprentice/Trainee & Core records  |
| 252 v.1 | 22/12/1997 | Education Queensland – Employee salary cards  |
| 305 v.1 | 16/06/1998 | Training and Industrial Relations: WH&S – Maryborough Office records  |
| 364 v.1 | 4/11/1998  | Education Queensland: Corporate records held in Schools   |
| F52/151 | 4/11/1998  | Education Queensland: Corporate records held in Central and District Offices  |
| 365 v.1 | 4/11/1998  | Education Queensland: School survey records   |
| 401 v.1 | 12/03/1999 | Employment, Training and Industrial Relations: Recruitment Branch records   |
| 424 v.1 | 26/05/1999 | Disposal Authority for the decommissioning of the HRMS payroll and leave processing system maintained by CITEC  |
| 427 v.2 | 5/04/2007  | Education, Training and the Arts: Training Services – Electronic core business and administrative records identified during Training Division's Year 2000 archiving project |
| 458 v.1 | 21/12/1999 | Education Queensland: Board of Management and school construction records   |
| 459 v.1 | 27/10/1999 | Education Queensland: Conference and ministerial council records  |
| 460 v.1 | 16/11/1999 | Education Queensland: Film and Video Library films  |
| 488 v.1 | 31/03/2000 | Education Queensland: Allenstown & Dinmore State Schools, Buranda, Inala & New Farm Special Schools records   |
| 492 v.1 | 18/04/2000 | Education Queensland: Wellcamp & Oakleigh State Schools + Department of Instruction/Education records   |
| 509 v.1 | 29/08/2000 | Education Queensland: Ascertainment records   |
| 513 v.1 | 8/05/2000  | Education Queensland: School for the Blind and Deaf records   |
| 547 v.1 | 4/10/2001  | Education and Training: Office of Industry & Commerce Training Commission – History of Apprenticeship files   |
| 691 v.1 | 20/08/2013 | Early Childhood, Education and Care   |

| QDAN#   | Issued     | Name   |
|---------|------------|--|
| 96/0014 | 3/09/1996  | Department of Training and Industrial Relations – Resource Management Unit grant submission records  |
| 96/0024 | 24/09/1996 | Department of Training and Industrial Relations – Workplace Health and Safety Division operational records   |
| 96/0025 | 1/10/1996  | Education Queensland – Records relating to advisory bodies   |
| 96/0033 | 11/10/1996 | Education Queensland – Teacher transfers records   |
| 96/0057 | 23/12/1996 | Department of Training and Industrial Relations – Information Technology Branch records relating to System for Processing Inter Department Employment and Recruitment (SPIDER) |
| 96/0058 | 23/12/1996 | Department of Training and Industrial Relations – Information Technology Branch records relating to Tax Related Personal Payments System (TRPPS)                               |

#### When this schedule should not be used

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

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

#### Schedule layout

Each class has been allocated a unique number to aid with the disposal of records. Further implementation information is available on the [Queensland Government \(For Government\) website](#).

#### Disposal

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with the [Records Governance Policy](#). Approval from your CEO or authorised delegate is also required prior to disposal.

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

**How we can help?**

More information on implementing schedules is available on the [Queensland 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**

**Date: 14/11/18**

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## ACCREDITATION, REGISTRATION AND REGULATION

*The function of assessing, registering, regulating and monitoring education, training, vocational and early childhood education services within Queensland in accordance with Commonwealth and State legislation.*

Refer to the General retention and disposal schedule (GRDS) for records relating to:

- *board meeting agendas and minutes*
- *funding and grants*
- *funding committees' agendas and minutes*
- *initiatives*
- *policy development*
- *planning*
- *reports*

| Disposal Authorisation  | Description of records  | Retention period & trigger                         | Date authorised  |
|---|---|--|------------------|
| <p><b>ACCREDITATION</b></p> <p><i>The activity of assessing and reviewing an education or training institution, provider, or course with a view to being recognised, certified, or approved as meeting appropriate standards.</i></p> |   |  |                  |
|   | <p><b>Accreditation – assessment of provisionally accredited non-state schools</b></p> <p>See <i>Disposal Freeze Affected Records</i></p>   |  |                  |
| 2289  | <p><b>Accreditation – applications for accreditation and funding eligibility of non-state schools</b></p> <p>Records relating to applications for the accreditation of non-state schools, applications for changes in accreditation attributes for provisionally accredited and accredited schools and application for a change in provisional accreditation period in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i>.</p> <p>Includes records relating to applications for eligibility for government funding and recommendations to the Minister about such applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for a change in accreditation attribute/s</li> <li>• applications for a change in provisional accreditation period</li> <li>• applications for accreditation</li> <li>• applications for funding eligibility only</li> <li>• board notices</li> <li>• certificates of provisional accreditation</li> <li>• funding committee recommendations</li> <li>• minister’s approvals</li> <li>• minister’s refusals</li> <li>• public submissions</li> <li>• returns of certificates of provisional accreditation</li> <li>• routine advice provided by a board</li> <li>• supporting information.</li> </ul> | 30 years after accreditation ceases or is refused. | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger                        | Date authorised  |
|------------------------|--|---|------------------|
| 2290                   | <p><b>Accreditation and registration – Commonwealth register of institutions and courses for overseas students</b></p> <p>Records relating to the registration as an educational provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• compliance assessments against mandated standards conditions</li> <li>• notices</li> <li>• performance monitoring and auditing.</li> </ul>   | 30 years after registration ceases or is refused. | 14 November 2018 |
| 2291                   | <p><b>Accreditation – vocational education and training and higher education courses</b></p> <p>Records relating to the accreditation and registration of courses to be provided by Registered Training Organisations (RTOs).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• compliance assessments against mandated standards conditions</li> <li>• delegation documentation</li> <li>• notices</li> <li>• performance monitoring and auditing</li> <li>• recognition of vocational placement schemes (including placement registers)</li> <li>• staff profiles</li> <li>• regulator delegation authorisation notices</li> <li>• delegate notification of change forms</li> <li>• RTO registration renewals.</li> </ul> | 30 years after course is withdrawn.               | 14 November 2018 |
| 2292                   | <p><b>Accreditation and registration – vocational education and training and higher education providers</b></p> <p>Records relating to the accreditation and registration of RTOs or higher education providers. Accreditation and registration may include, but is not limited to, other industry specific providers such as providers of English language intensive courses for overseas students.</p>   | 30 years after registration ceases or is refused. | 14 November 2018 |

| Disposal Authorisation  | Description of records  | Retention period & trigger                | Date authorised  |
|---|---|---|------------------|
|   | <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• certificates</li> <li>• compliance assessments against mandated standards conditions</li> <li>• licences</li> <li>• notices</li> <li>• performance monitoring and auditing</li> <li>• recognition of vocational placement schemes (including placement registers).</li> </ul>  |   |                  |
| <p><b>COMPLIANCE</b></p> <p><i>The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which the department is subject. Includes compliance with legislation and with national and international standards.</i></p> |   |   |                  |
|   | <p><b>Continuing registration – home education</b><br/> <i>See Disposal Freeze Affected Records</i></p>   |   |                  |
| 2293  | <p><b>Monitoring – education and care services</b></p> <p>Records relating to the routine assessment, rating, notifications and required actions for compliance of an education and care service.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cancellation of prohibition notices</li> <li>• compliance directions</li> <li>• compliance notices</li> <li>• emergency action notices</li> <li>• monitoring forms</li> <li>• notices to parent/guardian of removal of child</li> <li>• notices of decisions</li> <li>• photographs, film, audio recordings</li> <li>• power of entry forms/documentation</li> </ul> | 45 years after business action completed. | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger                | Date authorised  |
|------------------------|--|---|------------------|
|                        | <ul style="list-style-type: none"> <li>• program assessment results</li> <li>• prohibition notices</li> <li>• quality improvement plans</li> <li>• seized items listings</li> <li>• show cause notices</li> <li>• warrants.</li> </ul> <p><i>For records relating to staff contraventions of the Education and Care Services Act 2013, refer to the <a href="#">General retention and disposal schedule (GRDS)</a>.</i></p>  |   |                  |
|                        | <p><b>Monitoring – international exchange</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |   |                  |
| 2294                   | <p><b>Monitoring – non-state schools</b><br/>Records relating to the assessment of the ongoing compliance of non-state schools with the <i>Education (Accreditation of Non-State Schools) Act 2001</i>.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cancellations of provisional accreditations</li> <li>• compliance notices</li> <li>• criminal history reports of governing bodies</li> <li>• cyclic reviews</li> <li>• decisions</li> <li>• investigations of governing bodies</li> <li>• information notices</li> <li>• notifications of change</li> <li>• show cause notices</li> <li>• surrendering of provisional accreditation or accreditation</li> <li>• supporting information.</li> </ul> | 45 years after business action completed. | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger                                  | Date authorised  |
|---|--|---|------------------|
| <b>LICENSING AND REGISTRATION</b>   |  |   |                  |
| <i>The activity of issuing and managing registrations and licences provided to child care providers, home education, schools and international schools and exchange programs.</i> |  |   |                  |
| 2295  | <p><b>Registers – non-state schools</b></p> <p>Registers maintained in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> for:</p> <ul style="list-style-type: none"> <li>• accredited non-state schools</li> <li>• provisionally accredited non-state schools.</li> </ul> <p>Entries in the registers may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• attributes of accreditation</li> <li>• date of accreditation</li> <li>• name of each school</li> <li>• provisional accreditation attributes</li> <li>• student intake day if provisionally accredited</li> <li>• type of education provided</li> <li>• supporting information.</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2296  | <p><b>Applications – home education</b></p> <p>Records relating to applications under the <i>Education (General Provisions) Act 2006</i> to register a child for home education.</p> <p>Includes unsuccessful applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• correspondence with applicants</li> <li>• educational program summaries</li> <li>• formal notices</li> <li>• internal processing records</li> <li>• provisional registrations</li> </ul>  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger                                  | Date authorised  |
|------------------------|--|---|------------------|
|                        | <ul style="list-style-type: none"> <li>• registrations</li> <li>• supporting documents.</li> </ul> <p><i>For records relating to continuing registration for the provision of home education, see Continuing registration – home education.</i></p>  |   |                  |
| 2297                   | <p><b>Registers – approved early childhood education providers and services</b></p> <p>Registers maintained in accordance with the <i>Education and Care Services Act 2013</i> and the <i>Child Care Act 2002</i> for:</p> <ul style="list-style-type: none"> <li>• approved education and care services</li> <li>• approved providers</li> <li>• certified supervisors.</li> </ul> <p>Entries in the registers may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• address of each education and care service premises and approved family day care</li> <li>• licence transfers</li> <li>• name of each approved provider</li> <li>• name of each certified supervisor</li> <li>• name of each service</li> <li>• rating levels for each service</li> <li>• supporting information</li> <li>• <i>suspensions/cancellations.</i></li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
|                        | <p><b>Licence applications – early childhood services granted</b></p> <p>See <b><i>Disposal Freeze Affected Records</i></b></p>  |   |                  |
| 2298                   | <p><b>Applications – early childhood services refused</b></p> <p>Records relating to licences refused under the <i>Education and Care Services Act 2013</i> which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• provider approval</li> <li>• service approval</li> <li>• supervisor certificate.</li> </ul>  | 45 years after business action completed.                   | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger               | Date authorised  |
|------------------------|---|--|------------------|
|                        | Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> <li>• assessments</li> <li>• notices of decisions</li> <li>• responses against refusals.</li> </ul>  |  |                  |
|                        | <b>Licences – early childhood services suspended or cancelled</b><br>See <i>Disposal Freeze Affected Records</i>  |  |                  |
| 2299                   | <b>Licences – Use of curriculum resources</b><br>Records relating to curriculum licensing activities performed by the Department of Education and Training for recognised offshore schools to offer Queensland Curriculum in accordance with the <i>Education (General Provisions) Act 2006</i> .<br>Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• applications</li> <li>• cancellations</li> <li>• licences</li> <li>• minister’s approvals</li> <li>• minister’s refusals</li> <li>• show cause notices</li> <li>• supporting information.</li> </ul> | 7 years after business action completed. | 14 November 2018 |
|                        | <b>Licences – out of hours care</b><br>See <i>Disposal Freeze Affected Records</i>  |  |                  |

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
|  | <b>Registration – international exchange program providers</b><br>See <i>Disposal Freeze Affected Records</i>   |   |                  |
| <b>REVIEWING</b>   |   |   |                  |
| <i>The activity of re-evaluating or re-examining products, processes, procedures, standards, systems, contracts, and agreements. Includes making recommendations and providing advice resulting from these activities.</i> |   |   |                  |
| 2300   | <b>Internal reviews of accredited schools</b><br>Records relating to internal reviews of the accreditation of a school in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i> .<br>Includes reviews relating to: <ul style="list-style-type: none"> <li>• board performance</li> <li>• decision reviews</li> <li>• school accreditation.</li> </ul> Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• applications to review a decision</li> <li>• decisions</li> <li>• ministerial directions</li> <li>• ministerial referrals</li> <li>• reports</li> <li>• supporting information.</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
|  | <b>Internal decision reviews – licencing</b><br>See <i>Disposal Freeze Affected Records</i>   |   |                  |

## CURRICULUM AND TRAINING PRODUCT MANAGEMENT

The function of enhancing student, apprentice and trainee learning outcomes through quality curriculum and courses. Includes developing, implementing, delivering, researching and reviewing teaching processes and education resources through a range of options. Students, including apprentices and trainees, may be internal, external, child or adult.

See the [General retention and disposal schedule \(GRDS\)](#) for records related to joint ventures.

| Disposal Authorisation   | Description of records   | Retention period & trigger                                  | Date authorised  |
|--|--|---|------------------|
| <p><b>LEARNING</b></p> <p>The activities related to programs, strategies, curriculum and products designed to actively engage individuals in learning experiences that develop knowledge, skills and behaviours in order to demonstrate learning outcomes and foster lifelong learning behaviours.</p> <p>For records relating to assessment and evaluation, see STUDENT MANAGEMENT.</p> |  |   |                  |
| 2301   | <p><b>Curriculum and teaching product – approved programs</b></p> <p>Records relating to final approved school curriculum and vocational education and training and higher education accredited courses.</p> <p>Includes subjects and modules developed as Queensland Curriculum and Queensland senior schooling curriculum. Also includes records relating to courses developed by training and vocational institutes.</p> <p><i>For records relating to program approvals, see ACCREDITATION, REGISTRATION AND REGULATION.</i></p> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2302   | <p><b>Curriculum – development – Queensland Curriculum</b></p> <p>Records relating to the development of Queensland Curriculum.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessment methods</li> <li>• curriculum intent</li> <li>• local teaching methods</li> <li>• reporting methods.</li> </ul>  | 10 years after business action completed.                   | 14 November 2018 |
| 2303   | <p><b>Master copy – assessment</b></p> <p>Master set of examination questions used to support assessment of school, training and vocational education.</p>   | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records   | Retention period & trigger  | Date authorised  |
|--|--|---|------------------|
| 2304   | <p><b>Product – development – training and vocational</b></p> <p>Records relating to the development of resources, assessment and reporting materials to address learning areas within training and vocational courses in compliance with the Australian Quality Framework (AQF).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• accredited curriculum documentation</li> <li>• national training packages</li> <li>• syllabus documents.</li> </ul>   | 30 years after course is withdrawn.   | 14 November 2018 |
| 2305   | <p><b>Product – non-accredited</b></p> <p>Records relating to non-accredited short courses developed to provide training in highly specialised areas and do not result in a formal qualification.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• supporting materials</li> <li>• syllabus documents.</li> </ul>  | 7 years after course is withdrawn.  | 14 November 2018 |
| <p><b>PLANNING</b></p> <p><i>The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. Includes planning and administrative arrangements for lessons, courses and units for early childhood education and care services, school, training and further education.</i></p> |  |   |                  |
| 2306   | <p><b>Curriculum – planning and delivery</b></p> <p>Records relating to the development of teacher resources supporting the delivery of Qld curriculum and national frameworks into schools and care services. Records may include, but not limited to:</p> <ul style="list-style-type: none"> <li>• distance education</li> <li>• early years learning framework</li> <li>• Queensland kindergarten learning guideline</li> <li>• Queensland Curriculum</li> <li>• the Australian Curriculum</li> </ul> | 10 years after curriculum, course or unit has been superseded or cancelled. | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised  |
|------------------------|--|----------------------------|------------------|
|                        | <ul style="list-style-type: none"> <li>• the National Quality Framework (early childhood education and care).</li> </ul> Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• advice</li> <li>• assessment methods</li> <li>• curriculum intent</li> <li>• guidelines</li> <li>• program and activity plans</li> <li>• teaching resources</li> <li>• unit level plans</li> <li>• whole school level plans</li> <li>• work plans</li> <li>• year level plans.</li> </ul> |                            |                  |
|                        | <b>Delivery arrangements – administrative</b><br>See <i>Disposal Freeze Affected Records</i>   |                            |                  |
| 2307                   | <b>Teaching resources</b><br>Records relating to detailed lesson descriptions developed by teachers.<br>Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• checklists</li> <li>• lesson plans</li> <li>• research notes</li> <li>• list of materials.</li> </ul>  | 1 year after superseded.   | 14 November 2018 |
| 2308                   | <b>Resources and materials</b><br>Records relating to resources and materials used in course and unit delivery.<br>Excludes curriculum development and content records.<br>Records may include, but are not limited to:  | Until business use ceases. | 14 November 2018 |

| Disposal Authorisation  | Description of records  | Retention period & trigger                                  | Date authorised  |
|---|---|---|------------------|
|   | <ul style="list-style-type: none"> <li>• annual book lists</li> <li>• applications (i.e. SPEAK Ap)</li> <li>• audio visual teaching aids</li> <li>• brochures</li> <li>• class notes</li> <li>• course handbooks</li> <li>• online materials</li> <li>• readings</li> <li>• secondary products</li> <li>• self-assessment exercises</li> <li>• study guides</li> <li>• subject and course outlines/profiles.</li> </ul> |   |                  |
| <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, etc., and the department's business activities in general. Includes following up enquiries relating to departmental programs, projects, working papers, literature searches, etc.</i></p> |   |   |                  |
| 2309  | <p><b>Registers – approved education research projects</b></p> <p>Register of approved research projects into education gaps, priorities, change drivers, effectiveness, etc. that are used to inform education policy and curriculum. Includes project evaluation.</p> <p>Research may include studies, assessments, projects, programs, etc.</p>  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2310  | <p><b>Studies – major</b></p> <p>Records relating to major research studies into issues that have a substantial impact upon the delivery of programs or policy.</p> <p>Major studies include those funded by the Australian Research Council (ARC), prestigious for the school, have wide range effects on the community, are funded or partnered by the</p>  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger               | Date authorised  |
|---|--|--|------------------|
|   | Department of Education and Training.<br>Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• findings</li> <li>• proposals</li> <li>• research approvals</li> <li>• summaries.</li> </ul>  |  |                  |
| 2311  | <p><b>Studies – routine</b></p> <p>Records relating to minor research studies that do not have a substantial impact upon the delivery of programs or policy.</p> <p>Studies may include, effective teaching and learning, learning difficulties, health issues, nutrition, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• findings</li> <li>• proposals</li> <li>• reference materials</li> <li>• research approvals</li> <li>• successful and unsuccessful research applications</li> <li>• summaries</li> <li>• surveys</li> <li>• questionnaires.</li> </ul> | 10 years after completion of research.   | 14 November 2018 |
| <p><b>REVIEWING</b></p> <p><i>The activity of re-evaluating or re-examining established subject/school/early childhood education programs or curriculum or aspects of the curriculum. Includes making recommendations and providing advice resulting from these activities.</i></p> |  |  |                  |
| 2312  | <p><b>Reviewing – curriculum, product and program reviews</b></p> <p>Records documenting changes to course, subject and program content based on changing requirements, feedback and review.</p>   | 5 years after business action completed. | 14 November 2018 |

| <b>Disposal Authorisation</b> | <b>Description of records</b>  | <b>Retention period &amp; trigger</b> | <b>Date authorised</b> |
|-------------------------------|--|---------------------------------------|------------------------|
|                               | Records may include, but are not limited to: <ul style="list-style-type: none"><li>• consultation</li><li>• research</li><li>• feedback</li><li>• reports.</li></ul> |                                       |                        |

## FACILITIES MANAGEMENT

The function of controlling and managing land and facilities owned and leased by schools and institutions. Includes buildings and land allotments owned, rented, or leased by the school such as educational facilities, office blocks, fences, repositories, sporting grounds and workshops.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- acquisition
- leasing/leasing out
- procedures
- contracting out
- planning
- security
- disposal
- playground equipment
- standards
- events for honouring/naming
- policy
- tendering

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
| <b>NATIVE TITLE MANAGEMENT</b>   |   |   |                  |
| <i>The activity of managing the rights to land and water claimed by Indigenous communities under their customary laws that are recognised by the legal system.</i> |   |   |                  |
| 2313   | <p><b>Native title areas – claim assessments</b></p> <p>Records relating to the agency interest response and native title assessment report developed for the relevant Queensland or federal government department for determination or extinguishment of native title claim within school land.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificates of title for property</li> <li>• correspondence (including emails) and delegate’s approval briefs relating to significant events affecting the property, e.g. approval of acquisition and disposals</li> <li>• Crown law and other legal advice (including legal and administrative law branch (LALB) advice)</li> <li>• easement documentation and easement survey plans, car park excision and resumption details as applicable</li> <li>• facilities maps, building drawings and plans</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records   | Retention period & trigger        | Date authorised  |
|--|--|-----------------------------------|------------------|
|  | <ul style="list-style-type: none"> <li>• financial records relating to budget payments</li> <li>• Indigenous land use agreements (ILUAs)</li> <li>• invoices for payment of fencing works, site clearing, acquisition, payment of suppliers of public works construction and materials, survey plans, ILUA compensation</li> <li>• native title assessments (NTAs)</li> <li>• photos of ceremonial opening plaques</li> <li>• photos of clearing of site, opening ceremonies, facilities photos, aerial photos (particularly those aerial photos with dates evidencing the before and after clearing of the site and subsequent establishment of the public works)</li> <li>• reserve and other historic tenure searches</li> <li>• survey plans</li> <li>• tenure records including permits to occupy, leases, licences, joint development agreements.</li> </ul> |                                   |                  |
| <p><b>PROPERTY MANAGEMENT</b></p> <p><i>The activity of managing land and structures owned by schools and institutions. Includes the development, disposal, sale, transfer, demolition, and setting aside of land, offices, structures including fences, improved land, sport ovals, etc. for schools/colleges (school reserves) and institutions.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to school and campus maps.</i></p> |  |                                   |                  |
| 2314   | <p><b>School property records</b></p> <p>Records relating to school property for all schools where construction commenced on or before 23 December 1996, but which have not been subject to a native title claim.</p> <p>These records are required in the event of a future native title claim on all or some of the school property.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificates of title for property</li> <li>• correspondence (including emails) and delegate's approval briefs relating to significant events affecting the property, e.g. approval of acquisition and disposals</li> </ul>  | 12 years after disposal of asset. | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised |
|------------------------|---|----------------------------|-----------------|
|                        | <ul style="list-style-type: none"> <li>• Crown law and other legal advice (including LALB advice)</li> <li>• easement documentation and easement survey plans, car park excision and resumption details as applicable</li> <li>• executive approvals</li> <li>• facilities maps, building drawings and plans</li> <li>• financial records relating to budget payments</li> <li>• historical books</li> <li>• invoices for facilities, buildings, pipelines, fencing, etc.</li> <li>• invoices for payment of fencing works, site clearing, acquisition, payment of suppliers of public works construction and materials, survey plans</li> <li>• photos of ceremonial opening plaques</li> <li>• photos of clearing of site, opening ceremonies, facilities photos, aerial photos (particularly those aerial photos with dates evidencing the before and after clearing of the site and subsequent establishment of the public works)</li> <li>• reserve searches</li> <li>• site inspections</li> <li>• survey plans</li> <li>• tenure records including permits to occupy, leases, licences, joint development agreements.</li> </ul> <p><i>For records relating to school properties where construction commenced on or after 24 December 1996, refer to the <a href="#">General retention and disposal schedule (GRDS)</a>.</i></p> <p><i>For schools subject to native title claims, see <a href="#">Native title areas – claim assessments</a>.</i></p> |                            |                 |
|                        | <p><b>Usage – school facilities and property</b><br/>           See <b><i>Disposal Freeze Affected Records</i></b></p>  |                            |                 |

| Disposal Authorisation  | Description of records  | Retention period & trigger | Date authorised |
|---|---|----------------------------|-----------------|
| <p><b>SECURITY</b></p> <p><i>The activities associated with measures taken to protect people, premises, equipment or information from accidental damage or from unauthorised access.</i></p> <p><i>Refer to the <u>General retention and disposal schedule (GRDS)</u> for other security related records.</i></p> |   |                            |                 |
|   | <p><b>Directions and orders about conduct of persons</b></p> <p>See <i>Disposal Freeze Affected Records</i></p> |                            |                 |

## FOOD SERVICES

The function of providing food for sale through canteens, tuckshops, and campus cafes and restaurants managed by schools and institutes. Includes the provision of food to outside school hours care (OSHC) and the provision of food to boarding house students where the food service is conducted or managed by the school. Also includes acquiring and maintaining operating licences under the Food Act 2006 and Food Regulation 2006 and complying with national food safety standards and liquor licences.

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- equipment and stores
- evaluation
- financial records for food and beverage orders
- pest control
- stock takes
- supplier information
- awarding supply contracts for the provision of food services (where the school or institute does not provide the service)

| Disposal Authorisation  | Description of records   | Retention period & trigger                               | Date authorised  |
|---|--|--|------------------|
| <p><b>AUTHORISATION</b><br/>The activity of the school seeking permission to undertake an action.</p> |  |  |                  |
| 2315  | <p><b>Food premises – schools and institutes registration</b><br/>Records relating to the registration of the school's facilities as food premises under the <i>Food Act 2006</i>.<br/>Schools requiring food premise authorisation include:</p> <ul style="list-style-type: none"> <li>• all non-government schools</li> <li>• government schools with third party suppliers contracted to run the food premise</li> <li>• some outside school hours care providers.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• compliance self-assessments</li> </ul> | 3 years after the expiry of the licence or registration. | 14 November 2018 |

| Disposal Authorisation   | Description of records   | Retention period & trigger                       | Date authorised  |
|--|--|--|------------------|
|  | <ul style="list-style-type: none"> <li>• copies of inspection reports</li> <li>• copies of program audits</li> <li>• decision notices</li> <li>• licence applications</li> <li>• renewal, variation or cancellation notices</li> <li>• show cause notices</li> <li>• supporting documentation.</li> </ul> <p><i>For records relating to the Food Safety program, see Compliance – Food safety program.</i></p>                       |  |                  |
| 2316   | <p><b>Liquor licence</b><br/>Records relating to the licensing of schools or institutes to sell or supply liquor under the <i>Liquor Act 1992</i>.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• decision notices</li> <li>• liquor licence applications</li> <li>• records relating to the acquisition, purchase, sale and supply of liquor.</li> </ul>                             | 7 years after expiry of licence or registration. | 14 November 2018 |
| <p><b>COMPLIANCE</b><br/><i>The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the public authority is subject. Includes compliance with legislation and national and international standards.</i></p> |  |  |                  |
| 2317   | <p><b>Food service operations – Compliance monitoring</b><br/>Records relating to the compliance of the school or institute's facilities with the <i>Food Act 2006</i> (if applicable) and the National Food Standards Code (2016) for use as food premises.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of Food Safety program</li> <li>• food premise licence.</li> </ul> | 4 years after business action completed.         | 14 November 2018 |

|  |  |  |                  |
|--|--|--|------------------|
| 2318   | <p><b>Food service operations – Accreditation (Food safety program)</b><br/>Final version of Food Safety program required under the <i>Food Act 2006</i> and the National Food Standards Code (2016).</p>  | 5 years after program superseded.        | 14 November 2018 |
| 2319   | <p><b>Food service operations – use of produce grown by school</b><br/>Records relating to food grown on school grounds for use in saleable food items.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications to participate in food programs</li> <li>• food service records</li> <li>• reports and surveys.</li> </ul>  | 4 years after business action completed. | 14 November 2018 |
| <p><b>INCIDENTS</b></p> <p><i>The activity of responding to actual or alleged incidents of food contamination and poisoning. For records relating to the management of claims, refer to the <u>General retention and disposal schedule</u> (GRDS). For records relating to student allergies and allergic reactions, refer to STUDENT MANAGEMENT – Admissions and Enrolments and STUDENT MANAGEMENT – Incidents.</i></p> |  |  |                  |
| 2320   | <p><b>Food service operations – Incidents – adults</b><br/>Records of internal and external investigations into food-related complaints involving adults.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• directions issued by Queensland Health under section 271 (2) or 271(D) of the <i>Food Act 2006</i></li> <li>• incident reports</li> <li>• notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the <i>Food Act 2006</i></li> <li>• results of food tests.</li> </ul> <p><i>For records relating to cases which result in claims for compensation, refer to the <u>General retention and disposal schedule</u> (GRDS).</i></p> | 3 years after business action completed. | 14 November 2018 |
| 2321   | <p><b>Food service operations – Incidents – minors</b><br/>Records of internal and external investigations into food-related complaints involving minors.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• incident reports</li> </ul>  | 6 years after minor turns 18.            | 14 November 2018 |

| Disposal Authorisation   | Description of records  | Retention period & trigger              | Date authorised  |
|--|---|---|------------------|
|  | <ul style="list-style-type: none"> <li>• results of food tests</li> <li>• notifications to Queensland Health relating to reportable incidents of food poisoning or contamination as required under section 270 (2) or 271(B) of the <i>Food Act 2006</i></li> <li>• directions issued by Queensland Health under section 271 (2) or 271(D) of the <i>Food Act 2006</i>.</li> </ul> <p><i>For records relating to cases which result in claims for compensation, refer to the <u>General retention and disposal schedule (GRDS)</u>.</i></p> |   |                  |
| <p><b>MONITORING</b></p> <p><i>The activity of checking, observing or recording the operation of equipment, services, infrastructure or systems.</i></p> |   |   |                  |
| 2322   | <p><b><i>Food service operations – Food safety</i></b></p> <p>Records relating to the monitoring of standards in accordance with the Australian Food Safety Standard – 3.2.2 Food Safety Practices and General Requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• food temperature logs</li> <li>• freezer/refrigerator temperature logs.</li> </ul>  | 1 year after business action completed. | 14 November 2018 |

## SCHOOL ANIMAL AND CROP MANAGEMENT

*The function of operating and managing facilities and resources that allow students to engage in animal and agricultural educational and operational environments as part of their schooling/training and/or provide opportunity for commercial exploitation to gain economic benefit for the school or institute. These activities must be operated in accordance with the relevant legislation, standards and guidelines.*

See the General retention and disposal schedule (GRDS) for records relating to:

- disposal
- financial records
- planning
- policy
- procedure
- property management
- security standards
- vehicle management

| Disposal Authorisation  | Description of records  | Retention period & trigger               | Date authorised  |
|---|---|--|------------------|
| <b>ANIMAL MANAGEMENT AND USE</b>  |   |  |                  |
| <p><i>The activities associated with the breeding, care, pet care, use, protection and disposal of animals and animal body parts or specimens for training, education, agricultural production and commercial operations in accordance with statutory requirements. Includes the management of live school mascots.</i></p> |   |  |                  |
| <p><i>Animals are defined by the Animal Care and Protection Act 2001 as including, but not limited to, amphibians, bees, birds, fish, mammals other than human beings, marsupials, reptiles, octopi, squid, crabs, crayfish, lobsters, prawns, etc.</i></p>   |   |  |                  |
| 2323  | <p><b>Care of animals</b><br/>Records relating to the management, maintenance, movement, scientific use and care of animals and/or livestock on school grounds.<br/>Includes the activities of:</p> <ul style="list-style-type: none"> <li>• acquisition</li> <li>• agistment (grazing contracts)</li> <li>• animal identification (Health Industry Number (HIN) system, National Livestock Identification System (NLIS))</li> <li>• breeding</li> <li>• care (including veterinary treatment and medical records)</li> </ul> | 7 years after business action completed. | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised |
|------------------------|--|----------------------------|-----------------|
|                        | <ul style="list-style-type: none"> <li>• chemical management</li> <li>• disease and pest control</li> <li>• disposal</li> <li>• food</li> <li>• handling</li> <li>• housing and holding facilities</li> <li>• husbandry</li> <li>• movement or transport of livestock or animals</li> <li>• management planning</li> <li>• property registration and identification for biosecurity (property identification code (PIC), registered biosecurity entity (RBE))</li> <li>• quarantine</li> <li>• removal of remains and specimens</li> <li>• scientific use of animals.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agistment (grazing contract) agreements</li> <li>• animal use reports</li> <li>• brands, earmarks and stud prefixes</li> <li>• drugs or poison registers and information</li> <li>• licences to hold certain animals</li> <li>• livestock, non-livestock and aquaculture feeding logs</li> <li>• national livestock identification system (NLIS) data</li> <li>• national vendor declarations</li> <li>• orders and notices</li> <li>• permits – livestock movement or travel</li> </ul> |                            |                 |

| Disposal Authorisation  | Description of records  | Retention period & trigger               | Date authorised  |
|---|---|--|------------------|
|   | <ul style="list-style-type: none"> <li>• property registrations and identifications code (PIC, RBE)</li> <li>• Queensland Schools Animal Ethics Committee (QSAEC) applications and approvals</li> <li>• registration certificates – stud animals</li> <li>• school-based animal activity register including livestock register</li> <li>• scientific use approvals and reports</li> <li>• scientific use registration certificates – (central office)</li> <li>• soil tests</li> <li>• treatment and medical records</li> <li>• waybills.</li> </ul> <p><i>For records relating to parental permission for animal care, refer to STUDENT MANAGEMENT – Attendance–parent/guardian permissions.</i></p> <p><i>For records relating to decisions about what to have as school mascots, refer to SCHOOLS MANAGEMENT – Corporate Identity.</i></p> <p><i>For records relating to incidents involving a student and an animal, refer to STUDENT MANAGEMENT – Incidents.</i></p> <p><i>For records relating to complaints about use of animals, refer to the <a href="#">General retention and disposal schedule</a> (GRDS).</i></p> |  |                  |
| <p><b>CROP AND PASTURE MANAGEMENT</b></p>   |   |  |                  |
| <p><i>The activities associated with the planting, growth, maintenance, use, protection and disposal of plant material or specimens including school gardens, crops, pastures, grains and horticultural products for training, educational, agricultural production and commercial operations in accordance with statutory requirements. Includes grain and fodder treatment records and crop, garden, pasture and paddock treatment records.</i></p> |   |  |                  |
| 2324  | <p><b>Care of pastures and crops</b></p> <p>Records relating to the management and maintenance of crops, grains and pastures on school grounds in accordance with the <i>Plant Protection Act 1989</i> including the activities:</p> <ul style="list-style-type: none"> <li>• cropping</li> <li>• treatments</li> <li>• protection</li> </ul>   | 7 years after business action completed. | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised |
|------------------------|---|----------------------------|-----------------|
|                        | <ul style="list-style-type: none"> <li>• disposal.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• acquisition documentation</li> <li>• contracts</li> <li>• disposal of plant material remains or specimens</li> <li>• horticultural products</li> <li>• housing and storage documentation</li> <li>• management plans</li> <li>• quarantine orders</li> <li>• sales information</li> <li>• soil tests</li> <li>• treatments to crops, pastures and paddocks, e.g. records relating to control of agriculture by use of fertiliser, pest control, etc.</li> <li>• usage registers.</li> </ul> <p><i>For records regarding food produced by the school or institute for use in canteen, tuck shop or restaurants/cafes, refer to FOOD SERVICES.</i></p> |                            |                 |

## SCHOOLS MANAGEMENT

*The function of managing all matters that relate to the operational management of schools. Includes the opening and closing of schools, institutes and early education and care centres; alumni and community engagement; complaints against non-state schools and school employees; and arrangements for special needs.*

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- *accident/incident registers*
- *litigation involving the school*
- *administrative arrangements for events*
- *operational, financial and quality assurance audits*
- *business registration for training and skills*
- *staff meetings*
- *client records for training and skills*
- *strategic management*
- *funding and grant funding arrangements for school programs*
- *school uniform policy and tenders*
- *legal advice*

| Disposal Authorisation   | Description of records  | Retention period & trigger                | Date authorised  |
|--|---|---|------------------|
| <p><b>ALUMNI</b></p> <p><i>The activity of maintaining lists of graduates and others for fundraising and general communication purposes.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i></p> <p><i>alumni association meetings</i></p> <p><i>publication of alumni newsletters/magazines.</i></p> |   |   |                  |
| 2325   | <p><b>Alumni register – Notifications</b></p> <p>Register of alumni.</p> <p>Includes records relating to notification of member detail changes.</p> | 6 months after business action completed. | 14 November 2018 |
| <p><b>ASSOCIATIONS</b></p> <p><i>The activity of maintaining records of associations.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i></p> <p><i>financial management meetings.</i></p>  |   |   |                  |

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
| 2326   | <p><b>Parents and citizens' association constitution</b></p> <p>Records relating to establishing and maintaining the association's incorporation. Includes the approval of the association's constitution.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• changing the constitution</li> <li>• electing a management committee</li> <li>• final approved constitution</li> <li>• merging associations</li> <li>• reporting changes</li> <li>• setting up and closing down the association.</li> </ul> | Until superseded.   | 14 November 2018 |
| <p><b>AUTHORISATION</b></p> <p><i>The activity of the school seeking permission to undertake an action.</i></p>  |   |   |                  |
| 2327   | <p><b>Research approvals</b></p> <p>Records relating to approvals granted by schools to persons or organisations to undertake research studies at the school.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approval</li> <li>• supporting documents.</li> </ul>   | 7 years after study ceases.                                 | 14 November 2018 |
| <p><b>AWARDS, HONOURS AND PRIZES</b></p> <p><i>The activities associated with awards, honours and prizes offered by external entities.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for awards recognising employee achievements.</i></p> |   |   |                  |
| 2328   | <p><b>School, early childhood education and care and institute awards – significant</b></p> <p>Records relating to the conferring of significant awards, honours and prizes on a school, early childhood education and care centre or institute.</p> <p>Includes awards in recognition of achievements or service and awards given as part of reward and recognition programs.</p>  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger                                  | Date authorised  |
|---|--|---|------------------|
|   | <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• nominations</li> <li>• outcomes</li> <li>• registers.</li> </ul> <p><i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i></p>   |   |                  |
| 2329  | <p><b>School, early childhood education and care and institute awards – other</b></p> <p>Records relating to the conferring of minor awards, honours and prizes on a school, early childhood education and care centre or institute. Includes awards in recognition of achievements or service and awards given as part of reward and recognition programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• nominations</li> <li>• outcomes</li> <li>• registers.</li> </ul> <p><i>Refer to STUDENT MANAGEMENT – Scholarships, Prizes, Awards and Bursaries for awards recognising individual students.</i></p> | 7 years after business action completed.                    | 14 November 2018 |
| <p><b>CLOSURES</b></p> <p><i>The activity relating to the permanent closure of a school or institute.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i></p> <p><i>asset management</i></p> <p><i>financial management.</i></p> |  |   |                  |
| 2330  | <p><b>Closure – school</b></p> <p>Records relating to closing a school or institute permanently. Includes records relating to the amalgamation of schools.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• ministerial approvals</li> </ul>   | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
|  | <ul style="list-style-type: none"> <li>• transition plans</li> <li>• viability assessments.</li> </ul>  |   |                  |
| 2331   | <p><b>Closure – group training organisation (GTO)</b><br/>Records relating to the permanent closure of a GTO.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• appeals</li> <li>• employment and training arrangements for apprentices and trainees</li> <li>• employee-related entitlements and payments for apprentices and trainees</li> <li>• GTO certificate of recognition cancellation</li> <li>• show cause notices.</li> </ul>            | 10 years after business action completed.                   | 14 November 2018 |
| <p><b>COMMITTEES</b><br/><i>The activities associated with the management of committees (internal and external) established by the school.</i><br/><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i><br/><i>financial management meetings.</i></p> |   |   |                  |
| 2332   | <p><b>School council</b><br/>Records relating to school councils.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approvals of plans and policies</li> <li>• election documentation</li> <li>• minutes</li> <li>• school council constitution</li> <li>• setting up and closing down school council.</li> </ul> <p><i>Refer to STUDENT MANAGEMENT – Student Office Bearer–Management for registers or summary records of school officers.</i></p> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records   | Retention period & trigger                                  | Date authorised  |
|--|--|---|------------------|
| <p><b>COMPLAINTS MANAGEMENT</b></p> <p><i>The activities associated with issues or complaints raised by employees, students, parents or guardians or members of the community against schools or school employees.</i></p> <p><i>Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to the complaints register.</i></p> |  |   |                  |
| 2333   | <p><b>Complaints against non-state schools or governing bodies of non-state schools – significant</b></p> <p>Records relating to complaints against a non-state school or governing body of a non-state school that have a major impact on policy or procedure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• compliance notice</li> <li>• decisions</li> <li>• further information or other correspondence relating to the complaints</li> <li>• reviews</li> <li>• show cause notice.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
|  | <p><b>Complaints against non-state schools or governing bodies of non-state schools – routine</b></p> <p>See <i>Disposal Freeze Affected Records</i></p>   |   |                  |
| 2334   | <p><b>Complaints against state education institutions – significant</b></p> <p>Records relating to complaints, lodged either informally or formally, against a school employee by a student or parent/guardian on behalf of a student that have a major impact on policy or procedure.</p> <p>Includes complaints handled internally and complaints referred to an external body or referred for external review. May also be referred to as grievances.</p> <p>Records may include, but are not limited to:</p>   | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger                                  | Date authorised  |
|---|--|---|------------------|
|   | <ul style="list-style-type: none"> <li>• applications for external review</li> <li>• complaints</li> <li>• decisions</li> <li>• interview transcripts</li> <li>• investigation notes</li> <li>• minutes of meetings</li> <li>• recommendations</li> <li>• referrals</li> <li>• reports.</li> </ul> <p>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</p> |   |                  |
|   | <p><b>Complaints against state education institutions – routine</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |   |                  |
| <p><b>CORPORATE IDENTITY</b></p> <p><i>The activity relating to the development and protection of the name, coat of arms, crest, motto, logo or seal of the school.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i></p> <p><i>litigation resulting from unauthorised use or misuse of corporate identity</i></p> <p><i>requests for permission to use corporate identity such as logos, crests, etc.</i></p> |  |   |                  |
| 2335  | <p><b>Corporate identity objects</b></p> <p>Final corporate identity objects including, but not limited to:</p> <ul style="list-style-type: none"> <li>• coat of arms</li> <li>• common seal</li> <li>• letterhead</li> <li>• logo</li> <li>• testamurs.</li> </ul>  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2336  | <b>Development and protection</b>  | 70 years after final  | 14 November      |

| Disposal Authorisation  | Description of records   | Retention period & trigger                                  | Date authorised  |
|---|--|---|------------------|
|   | <p>Records relating to the development and protection of the school's corporate identity objects. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• design and format of objects, e.g. letterhead, testamurs, common seal, logo, coat of arms</li> <li>• registration and custody of seal, logo, trademarks, business names, applications, etc.</li> </ul>   | approval of object.   | 2018             |
| <p><b>EMPLOYMENT CONDITIONS</b></p> <p><i>The activity of managing the general employment conditions for personnel.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to teaching scholarships.</i></p>  |  |   |                  |
|   | <p><b>Work diaries</b></p> <p>See <b>Disposal Freeze Affected Records</b></p>  |   |                  |
| <p><b>ESTABLISHMENT</b></p> <p><i>The activities associated with establishing a new state school or institute.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to the needs analysis, reporting and approvals to establish and build a new school.</i></p> |  |   |                  |
| 2337  | <p><b>Community engagement – schools</b></p> <p>Records relating to community engagement involved in the decision-making processes for the establishment of new schools.</p> <p>Community engagement includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• logo design</li> <li>• safe access or travel for students</li> <li>• school motto</li> <li>• school naming</li> <li>• tuckshop/canteen set up</li> <li>• uniform design.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• consultation discussion papers, plans and reports</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
|  | <ul style="list-style-type: none"> <li>• outcomes of decisions.</li> </ul>  |   |                  |
| 2338   | <p><b>Ceremonies – opening and naming</b></p> <p>Records relating to opening and naming ceremonies in honour of the establishment of new schools, institutes and early childhood education centres.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• invitations</li> <li>• ministerial approvals</li> <li>• openings</li> <li>• photographs</li> <li>• programs</li> <li>• reports.</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| <p><b>EQUITY AND DIVERSITY</b></p> <p><i>The activities associated with ensuring that students – regardless of attributes such as gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief – have the access to opportunities and conditions and to the courses and education and can expect to study in an environment that is free of discrimination or harassment.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</i></p> <p><i>joint venture agreements for the provision of arrangements</i></p> <p><i>discrimination incidents and legal cases</i></p> |   |   |                  |
| 2339   | <p><b>Special needs arrangements</b></p> <p>Records relating to the provision of specialist services or assistance to eligible recipients (such as a person with a disability).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• funding applications</li> <li>• plans</li> <li>• reports.</li> </ul>   | 7 years after business action completed.                    | 14 November 2018 |

## STUDENT MANAGEMENT

*The function of managing services, programs, and activities in support of diverse student populations. Includes admission and enrolment, attendance, apprenticeships and traineeships, behaviour and conduct management, incidents, student fees and graduation. Also includes addressing the particular needs of student groups to allow equitable participation and outcomes. Students may be internal, external, child or adult.*

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- funding and grant funding arrangements for student programs
- joint ventures for provision of student programs

| Disposal Authorisation   | Description of records   | Retention period & trigger                                  | Date authorised  |
|--|--|---|------------------|
| <p><b>ADMISSIONS AND ENROLMENTS</b></p> <p><i>The activity of registering individuals for admission or enrolment in a program, activity, school, apprenticeship or traineeship. Includes applications, comprehensive student, trainee and apprenticeship records and attendance records.</i></p> <p><i>Refer to ACCREDITATION, REGISTRATION AND REGULATION for records relating to students registering in early childhood education and care and home education programs.</i></p> |  |   |                  |
| 2340   | <p><b>Admissions – register</b></p> <p>Records relating to the registration of student enrolment details into a program, activity or school.</p>   | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2341   | <p><b>Admissions – student file – Aboriginal and Torres Strait Islanders</b></p> <p>Records relating to all aspects of compulsory primary and secondary education student management from enrolment to leaving school for students that identify as Aboriginal and Torres Strait Islander.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• career information</li> <li>• compulsory schooling exemptions and cancellations</li> <li>• custody particulars/family court orders</li> <li>• distance education</li> <li>• early childhood education for Higher Education Development Program (HEDP) and</li> </ul> | Permanent. Retain in agency.                                | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised |
|------------------------|---|----------------------------|-----------------|
|                        | <p>Overall Position (OP) enrolment</p> <ul style="list-style-type: none"> <li>• early entry requests and approvals</li> <li>• enrolment agreements</li> <li>• enrolment forms</li> <li>• exclusion and suspensions</li> <li>• extracurricular activities</li> <li>• individual education plans</li> <li>• personalised learning including special education and specialist services</li> <li>• positive behaviour (captains, student council representatives)</li> <li>• references</li> <li>• refusals</li> <li>• religious instruction notifications and consents from parent/guardian</li> <li>• school-based apprenticeships and traineeships</li> <li>• school-based permissions (consent forms)</li> <li>• semester allocations</li> <li>• sensitive case notes</li> <li>• show cause notices</li> <li>• student assessment (reports to parent/guardian, testamurs)</li> <li>• student protection</li> <li>• student record cards</li> <li>• transfers</li> <li>• transport</li> <li>• work experience.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> |                            |                 |

| Disposal Authorisation | Description of records   | Retention period & trigger               | Date authorised  |
|------------------------|--|--|------------------|
|                        | <p><i>For records relating to primary and secondary students that do not identify as Aboriginal and Torres Strait Islander, refer to Admissions – student file – primary and secondary school students.</i></p> <p><i>For records relating to parental permissions, refer to Attendance – parent/guardian permissions.</i></p> <p><i>For records relating to assessments and assignments, refer to Assessment.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p>   |  |                  |
|                        | <p><b>Acceptance advice – international exchange</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>  |  |                  |
|                        | <p><b>Admissions – student file – primary and secondary school students</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>   |  |                  |
| 2342                   | <p><b>Admissions – student file – accredited training and higher education – adults</b><br/>Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion.<br/>Excludes files for students who commenced as minors and completed or left the training as adults.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• allocation agreements</li> <li>• application forms</li> <li>• class allocation</li> <li>• credit transfers</li> <li>• decision documentation</li> <li>• deeds of agreement</li> <li>• excursions</li> <li>• exemptions (academic) – applications and approvals</li> <li>• industry/vocational placement</li> </ul> | 7 years after business action completed. | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger               | Date authorised  |
|------------------------|---|--|------------------|
|                        | <ul style="list-style-type: none"> <li>• off-campus activity</li> <li>• prior learning results</li> <li>• references and supporting documentation</li> <li>• score sheets</li> <li>• student admission</li> <li>• training blocks correspondence</li> <li>• training plans</li> <li>• user choice records including agreements, evidence, compliance and participant eligibility data</li> <li>• work experience.</li> </ul> <p><i>For records relating to school-based apprentices and trainees, refer to Admissions – student file – primary and secondary school students.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p> |  |                  |
|                        | <p><b>Admissions – student file – accredited training and higher education – minors</b></p> <p>See <b><i>Disposal Freeze Affected Records</i></b></p>   |  |                  |
| 2343                   | <p><b>Admissions – unsuccessful applications</b></p> <p>Records relating to applications for enrolment into a program, activity or school that is unsuccessful or where an applicant did not commence at the school.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• admissions forms</li> <li>• advice that child will not be attending the school</li> <li>• appeals</li> <li>• evidence of payment of waiting list fees</li> <li>• expressions of interest</li> <li>• review submissions</li> </ul>   | 2 years after business action completed. | 14 November 2018 |

| Disposal Authorisation   | Description of records  | Retention period & trigger                                  | Date authorised  |
|--|---|---|------------------|
|  | <ul style="list-style-type: none"> <li>• signed enrolment forms</li> <li>• supporting documentation</li> <li>• waiting lists.</li> </ul>  |   |                  |
|  | <p><b>Attendance – parent/guardian permissions</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |   |                  |
|  | <p><b>Attendance – rolls</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |   |                  |
| <p><b>ASSESSMENT</b></p>   |   |   |                  |
| <p><i>The activity of determining a student's progress towards planned learning outcomes through observations, assignments, tests, etc. and collecting information as evidence of student learning. Some assessment also measures student achievement relative to other students in school curriculum. Includes assessment records, e.g. mark books and samples of assignments or work submitted by students and assessment through a recognition of prior learning pathway.</i></p> |   |   |                  |
| 2344   | <p><b>Academic record</b><br/>Official academic records of student, trainee and apprentice achievement once all results have been accepted by all parties.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certificate of achievement (senior certificate, Queensland certificate of education)</li> <li>• details maintained in electronic student management systems</li> <li>• register of certificates and statements issued</li> <li>• statements of results.</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2345   | <p><b>Assessment – completed</b><br/>Records relating to completed assessments for all students.<br/>Assessment instruments may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• criteria</li> <li>• marking guide</li> </ul>  | 5 years after business action completed.                    | 14 November 2018 |

| Disposal Authorisation | Description of records  | Retention period & trigger                | Date authorised  |
|------------------------|---|---|------------------|
|                        | <ul style="list-style-type: none"> <li>• observation checklists</li> <li>• tests.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assignments</li> <li>• class profiles</li> <li>• marking sheets</li> <li>• observation checklists</li> <li>• validation tools.</li> </ul>   |   |                  |
| 2346                   | <p><b>Assessment – results</b></p> <p>Records relating to the results of internal, individual examinations or assignments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assignments</li> <li>• examinations</li> <li>• marks provided for works</li> <li>• records of oral comments on works</li> <li>• summary of feedback to student</li> <li>• written comments on works.</li> </ul> <p><i>For official academic record, see 2344.</i></p> | 1 year after the assessment is validated. | 14 November 2018 |
| 2347                   | <p><b>Assessment – results appeals</b></p> <p>Records relating to student appeals against assessment results.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approval</li> <li>• change of result records</li> <li>• decisions</li> </ul>   | 2 years after business action completed.  | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger    | Date authorised  |
|---|--|-------------------------------|------------------|
|   | <ul style="list-style-type: none"> <li>formal request.</li> </ul>  |                               |                  |
|   | <b>Supervision – examination arrangements</b><br>See <i>Disposal Freeze Affected Records</i>   |                               |                  |
| <p><b>EQUITY AND DIVERSITY</b></p> <p><i>The activities associated with ensuring that students – regardless of attributes such as gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief – have the access to opportunities and conditions and to the courses and education and can expect to study in an environment that is free of discrimination or harassment. The activities associated with the acknowledgement of difference in background, religion and culture.</i></p> <p>Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to:</p> <ul style="list-style-type: none"> <li>joint venture agreements for the provision of programs</li> <li>funding for student programs</li> <li>anti-discrimination cases and other legal claims</li> </ul> |  |                               |                  |
| 2348  | <p><b>Programs – education and support</b></p> <p>Records relating to educational and support programs aimed at providing equal access to education.</p> <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>disadvantaged youth programs</li> <li>education adjustment programs (EAP)</li> <li>Every Child Counts program</li> <li>Indigenous education programs</li> <li>skills participation and pathways (SPP)</li> <li>student allowance programs</li> <li>student holiday programs.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>data collection</li> </ul> | 7 years after program ceases. | 14 November 2018 |

| Disposal Authorisation  | Description of records   | Retention period & trigger                                  | Date authorised  |
|---|--|---|------------------|
|   | <ul style="list-style-type: none"> <li>• evaluation</li> <li>• intervention</li> <li>• plans</li> <li>• program development</li> <li>• reports</li> <li>• reviews</li> <li>• schedules.</li> </ul> <p><i>Refer to STUDENT SERVICES for records relating to student programs for health and wellbeing, religious instruction, guidance, etc.</i></p>  |   |                  |
| <p><b>GRADUATION</b></p> <p><i>The activity associated with the conferral of an academic award following the completion of course or program requirements. Also includes the award of honorary degrees to persons external to the university.</i></p> <p><i>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to award presentation and graduation ceremonies.</i></p> |  |   |                  |
| 2349  | <p><b>Completion register</b></p> <p>Registers of students who graduate or obtain awards, certificates and qualifications. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• awards registers</li> <li>• certificate registers</li> <li>• graduate registers</li> <li>• qualification registers</li> <li>• returned awards</li> <li>• revoked awards.</li> </ul> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| <p><b>INCIDENTS</b></p> <p><i>The activity associated with an occurrence or event which causes physical, emotional, or psychological injury or damage, either human caused or natural phenomena, which requires action to ensure the safety of people, to prevent or minimise loss of life or to prevent damage to property and/or natural resources.</i></p>   |  |   |                  |

| Disposal Authorisation   | Description of records   | Retention period & trigger                                  | Date authorised  |
|--|--|---|------------------|
| <i>Includes an incident which occurs at an educational premise or at a child care provider that may or may not cause disruption to services or precipitate a crisis.</i> |  |   |                  |
| 2350   | <p><b>Incident report – significant</b></p> <p>Records relating to significant incidents at any educational premise or at a child care provider premise.</p> <p>Significant incidents may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• death of a child</li> <li>• an incident involving serious injury or trauma</li> <li>• student safety and wellbeing, including sexual abuse on school grounds</li> <li>• any incident where the attendance of emergency services was sought</li> <li>• where a child appears to be missing, taken, removed, or mistakenly locked in or out of premises.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• briefings</li> <li>• compliance directions</li> <li>• enforceable undertakings</li> <li>• incident forms</li> <li>• investigation reports</li> <li>• medical reports</li> <li>• notices to parent/guardian</li> <li>• notifications of incidents</li> <li>• outcomes of any court cases.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor which occurs outside of the educational boundary.</i></p> | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |

| Disposal Authorisation  | Description of records  | Retention period & trigger                                  | Date authorised  |
|---|---|---|------------------|
|   | <b>Incident report – routine</b><br>See <i>Disposal Freeze Affected Records</i>   |   |                  |
| <p><b>SCHOLARSHIPS, PRIZES, AWARDS AND BURSARIES</b></p> <p><i>The activities associated with the provision and award of scholarships, prizes, awards and bursaries on academic merit or other grounds. Includes liaison with sponsors and prizes awarded by external organisations.</i></p> <p><i>Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to award ceremonies.</i></p> |   |   |                  |
| 2351  | <b>Establishment</b><br>Records relating to the establishment, rules and conditions of scholarships, grants and bursaries. Includes liaison with private sponsors.  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2352  | <b>Recipient register</b><br>Register of recipients of scholarships, grants and bursaries whether awarded by the department or an external organisation.  | Permanent. Transfer to QSA after business action completed. | 14 November 2018 |
| 2353  | <b>Scholarships, prizes, awards and bursaries – applications</b><br>Records relating to the administration of applications for scholarships, grants and bursaries awarded by the department.<br>Includes unsuccessful applications.<br>Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• applications</li> <li>• nominations</li> <li>• notification of outcome</li> <li>• ongoing recipient correspondence</li> <li>• successful applications that do not proceed or are abandoned.</li> </ul> | 7 years after announcement date.                            | 14 November 2018 |
| <p><b>STUDENT CONDUCT</b></p> <p><i>The activities relating to the conduct and behaviour of students both academically and non-academically. Includes matters relating to the disciplining of student misconduct such as harassment, property damage or other forms of misconduct that do not involve academic studies. Also includes misconduct involving a</i></p>  |   |   |                  |

| Disposal Authorisation  | Description of records  | Retention period & trigger   | Date authorised  |
|---|---|------------------------------|------------------|
| <p><i>breach by a student of academic standards which may involve plagiarism, falsifying results, cheating, etc. and may include the imposition of a penalty.</i></p> <p>Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to:</p> <ul style="list-style-type: none"> <li>• <i>grievances</i></li> <li>• <i>investigations of non-students</i></li> <li>• <i>legal matters</i></li> </ul> |   |                              |                  |
| 2354  | <p><b>Behaviour management</b><br/>Records relating to behaviour management strategies and delegations.<br/>Includes codes of conduct or behaviour for students.<br/>Excludes punishments imposed on individuals – see student file.</p>            | 7 years after superseded.    | 14 November 2018 |
|   | <p><b>Student misconduct – proven – adult</b><br/>See <i>Disposal Freeze Affected Records</i></p>   |                              |                  |
|   | <p><b>Student misconduct – proven – minors</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |                              |                  |
|   | <p><b>Student misconduct – not proven</b><br/>See <i>Disposal Freeze Affected Records</i></p>   |                              |                  |
| <p><b>STUDENT OFFICE BEARER – MANAGEMENT</b></p> <p><i>The activity of managing student office bearers, including prefects, house captains and student council representatives within the school.</i></p>   |   |                              |                  |
| 2355  | <p><b>Register of student office bearers</b><br/>Register or summary record of student office bearers.<br/><i>Refer to SCHOOLS MANAGEMENT – Committees – School council for records relating to election nominations, results and outcomes.</i></p> | Permanent. Retain in agency. | 14 November 2018 |
| <p><b>USER CHARGING</b></p> <p><i>The activity of setting fees and charges for services and goods provided by a public authority.</i></p>   |   |                              |                  |

| Disposal Authorisation   | Description of records  | Retention period & trigger  | Date authorised  |
|--|---|---|------------------|
| Refer to the <u>General retention and disposal schedule (GRDS)</u> for records relating to:  |   |   |                  |
| <ul style="list-style-type: none"> <li>• <i>approvals of fees</i></li> <li>• <i>collection of fees</i></li> <li>• <i>offering fee schedules</i></li> </ul> |   |   |                  |
| 2356   | <p><b>Fees – exemptions</b></p> <p>Records relating to fee exemptions from courses and programs. Includes fee waivers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• approvals</li> <li>• refusals</li> <li>• student/corporate client fee variation calculation records</li> <li>• supporting documentation.</li> </ul> | 7 years from end of last financial year to which exemption applies. | 14 November 2018 |
| 2357   | <p><b>Fees – refunds</b></p> <p>Records relating to refunds of student fees.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• notices</li> <li>• refusals.</li> </ul>   | 7 years after the financial year to which the records relate.       | 14 November 2018 |

## STUDENT SERVICES

The function of providing services to students not directly related to their studies. Includes services for accommodation, counselling, welfare assistance, health and wellbeing. Some services may also be available to staff.

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- funding and grant funding arrangements for student services
- joint ventures for provision of student programs

| Disposal Authorisation  | Description of records   | Retention period & trigger              | Date authorised  |
|---|--|---|------------------|
| <p><b>ACCOMMODATION SERVICES</b></p> <p>The activities involved in providing places of residence for students. This excludes privately controlled and owned accommodation.</p> <p>Refer to the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</p> <ul style="list-style-type: none"> <li>• acquisition and management of residential buildings and facilities</li> <li>• setting of fees</li> <li>• staff accommodation</li> </ul> |  |   |                  |
|   | <p><b>Applications (residential/boarding accommodation) – successful</b><br/>See <i>Disposal Freeze Affected Records</i></p>   |   |                  |
| 2358  | <p><b>Applications – unsuccessful</b><br/>Records relating to the unsuccessful applications for residential/boarding accommodation for students.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• refusals.</li> </ul>                  | 1 year after business action completed. | 14 November 2018 |
| 2359  | <p><b>Code of conduct</b><br/>Code of conduct for students in residential/boarding accommodation.<br/>Includes codes outlining the required behaviours and actions of international students enrolled in state schools and approved homestay providers.<br/>Records may include, but are not limited to:</p> | Until superseded.                       | 14 November 2018 |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised |
|------------------------|--|----------------------------|-----------------|
|                        | <ul style="list-style-type: none"> <li>• homestay code of conduct</li> <li>• international student code of conduct.</li> </ul> <p><i>For records related to individual agreements and contracts with students, see Applications (residential/boarding accommodation) – successful.</i></p> |                            |                 |
|                        | <p><b>Sign-in registers</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |                            |                 |

### OUT OF HOURS CARE

*The provision of out of hours care, including vacation care, where the service is provided directly by the school or where, for other reasons (such as contractual agreements), the school has a responsibility for control of the records in accordance with the Education and Care Services Act 2013 and the Child Care Regulation 2003. Includes compliance with relevant standards of practice, promotion of services and vacation programs for children.*

Refer to the [General retention and disposal schedule \(GRDS\)](#) for records relating to:

- agreements
- asset management
- centre evaluations
- complaints against out of hours care providers
- development
- fleet management
- operational requirements including the physical activity and nutrition outside school hours policy
- personnel records including scheduling, breaks, attendance
- tendering

|  |   |  |  |
|--|---|--|--|
|  | <p><b>Out of hours care – individual children</b><br/>See <i>Disposal Freeze Affected Records</i></p> |  |  |
|  | <p><b>Out of hours care – registers</b><br/>See <i>Disposal Freeze Affected Records</i></p>           |  |  |

### SPECIALIST SERVICES

*The activity of planning for and providing services (normally by specialists) that support all students to maximise educational outcomes. Includes specialist*

| Disposal Authorisation   | Description of records  | Retention period & trigger      | Date authorised  |
|--|---|---------------------------------|------------------|
| <p><i>advisory, guidance, and therapy services to individual students.</i></p> <p>Refer to the <u><i>General retention and disposal schedule (GRDS)</i></u> for records relating to:</p> <ul style="list-style-type: none"> <li>• <i>community engagement</i></li> <li>• <i>funding – state and federal funding of programs</i></li> </ul>   |   |                                 |                  |
|  | <p><b>Chaplaincy/student welfare services</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>  |                                 |                  |
| 2360   | <p><b>Guidance – career</b><br/>Records relating to career guidance and counselling provided to students including course/subject changes, career guidance and general matters.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• career directions advice</li> <li>• suitability and prerequisite qualifications.</li> </ul> | 5 years after enrolment ceases. | 14 November 2018 |
|  | <p><b>Guidance – personal</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>  |                                 |                  |
| <p><b>STUDENT PROTECTION</b></p> <p><i>The activity of providing safe and supportive learning environments and responding when an employee or visitor of an educational institution reasonably suspects harm or a risk of harm to students. Includes measures implemented to prevent harm.</i></p> <p>Refer to the <u><i>General retention and disposal schedule (GRDS)</i></u> for records relating to:</p> <ul style="list-style-type: none"> <li>• <i>community engagement</i></li> <li>• <i>funding – state and federal funding of programs</i></li> </ul> |   |                                 |                  |
|  | <p><b>Reports of abuse</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>   |                                 |                  |
|  | <p><b>Selection and screening of host families</b><br/>See <b><i>Disposal Freeze Affected Records</i></b></p>   |                                 |                  |

| Disposal Authorisation   | Description of records   | Retention period & trigger  | Date authorised  |
|--|--|---|------------------|
| <p><b>STUDENT SAFETY AND HEALTH CARE</b><br/> <i>The activity of providing education and care to students to encourage health, safety and wellbeing.</i></p> |  |   |                  |
|  | <p><b>School health nurse and clinics – Clinical records – minors</b><br/>           See <i>Disposal Freeze Affected Records</i></p>   |   |                  |
| 2361   | <p><b>School health nurse and clinics – Clinical records – adults</b><br/>           Records displaying evidence of clinical care to an individual student who is an adult.<br/>           Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• medical or procedural notes or reports made by the school nurse, first aid officer or counsellor</li> <li>• evaluations</li> <li>• evidence of medical treatment administered</li> <li>• medications</li> <li>• sick bay register</li> <li>• specialised health needs.</li> </ul> <p><i>Refer to Guidance – personal for records relating to guidance and counselling services on personal matters.</i></p> | 10 years after last patient service provision or medico–legal action. | 14 November 2018 |
| 2362   | <p><b>Program – student health programs</b><br/>           Records relating to the operation of student health programs.<br/>           Includes the delivery of plans, procedures and instructions in relation to student health.<br/>           Programs may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• drug education and intervention</li> <li>• immunisation programs</li> <li>• oral health programs</li> <li>• road safety</li> <li>• sun smart program</li> </ul>   | 7 years after business action completed.                              | 14 November 2018 |

| Disposal Authorisation   | Description of records  | Retention period & trigger | Date authorised |
|--|---|----------------------------|-----------------|
|  | <ul style="list-style-type: none"> <li>• swimming and water safety programs</li> <li>• treatment of head lice.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• advice</li> <li>• agreements</li> <li>• instructions</li> <li>• plans</li> <li>• procedures</li> <li>• statistics.</li> </ul> <p>Refer to the <a href="#">General retention and disposal schedule</a> (GRDS) for records relating to joint venture agreements for the provision of programs.</p> |                            |                 |
| <p><b>TRANSPORTATION</b></p> <p><i>The activity of conveying students to and from school. Includes transportation assistance, transportation to designated programs outside the school ground and school excursions.</i></p> |   |                            |                 |
|  | <p><b>Transport arrangements</b><br/>See <i>Disposal Freeze Affected Records</i></p>  |                            |                 |

## LEGACY RECORDS

*This section covers legacy records of the Department of Education and Training and TAFE Queensland from 1925 to 2005.*

| Disposal Authorisation   | Description of records   | Date range | Retention period & trigger  | Date authorised |
|--|--|------------|---|-----------------|
| <b>ACCREDITATION, REGISTRATION &amp; REGULATION</b>                |  |            |   |                 |
| QDAN 97//0170<br>Ref: 2.   | Employer files containing: <ul style="list-style-type: none"> <li>records of employer facilities to train apprentices and trainees</li> <li>other general correspondence.</li> </ul>   | 1901–1993  | 4 years from date of last action, then destroy (series ceased in June 1993 and is no longer in use).  |                 |
| <b>APPRENTICE, STUDENT, TRAINEE FILES &amp; COMPLETION RECORDS</b> |  |            |   |                 |
| QDAN 97//0122<br>Ref: 1.1  | <b>Apprenticeship files</b><br>Apprenticeship files which contain the following documents: <ul style="list-style-type: none"> <li>front file cover showing apprentice's registration number, name, trade calling, employer's name and address</li> <li>indenture of apprenticeship</li> <li>history card</li> <li>certificate of service</li> <li>certificate of completion of apprenticeship</li> <li>any other important documentation, e.g. various committee decisions.</li> </ul> | 1925–1978  | Permanent.<br>Microfilm files according to quality standards, deposit master copy and working copy with Queensland State Archives.<br>Destroy paper records once microfilm has been quality checked by Queensland State Archives. |                 |
| QDAN 97//0170<br>Ref: 1.   | <b>Apprenticeship and trainee files</b>  | 1925–1978  | Permanent.<br>Microfilm files according to quality standards when all action on the apprenticeship and traineeship files for the full series year is completed. Deposit master copy and   |                 |

|                                |  |           |   |  |
|--------------------------------|--|-----------|---|--|
|                                |  |           | working copy of microfilm with Queensland State Archives.<br>Destroy paper records once microfilm has been quality checked by Queensland State Archives.  |  |
| QDAN 97//0170<br>Ref: 3.       | <b>Results</b><br>Apprentice exam results.   | 1925–1978 | Permanent. Transfer to QSA after business action completed.   |  |
| QDAN 97//0122<br>Ref: 2.1      | <b>Traineeship files</b><br>Traineeship files which contain the following documents: <ul style="list-style-type: none"> <li>• front file cover showing apprentice's registration number, name, trade calling, employer's name and address</li> <li>• training agreement</li> <li>• certificate of proficiency</li> <li>• college results.</li> </ul> | 1925–1978 | Permanent.<br>Microfilm files according to quality standards. Deposit master copy and working copy with Queensland State Archives.<br>Destroy paper records once microfilm has been quality checked by Queensland State Archives. |  |
| QDAN 97//0170<br>Ref: 4.       | <b>Examiners returns</b>   | 1925–1978 | 5 years from date of last action, then destroy.   |  |
| <b>COMMITTEES AND MEETINGS</b> |  |           |   |  |
| QDAN 97//0170<br>Ref: 5.       | <b>Apprenticeship executive &amp; industry and commerce training commission minute books</b>   | 1925–1978 | Permanent. Transfer to QSA after business action completed.   |  |
| QDAN 97//0170<br>Ref: 6.       | <b>Industry advisory committee minute books</b>  | 1925–1978 | Permanent. Transfer to QSA after business action completed.   |  |

| <b>CURRICULUM &amp; PRODUCT</b>               |   |           |   |  |
|---|---|-----------|---|--|
|   | <p><b>Product – approved programs</b></p> <p>Records relating to subjects and modules developed by training and vocational institutes, including TAFE, classed as Category 'A' courses.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>checklists</li> <li>guidelines</li> <li>key learning areas</li> <li>required tests/assessments.</li> </ul> | 1860–2005 | 1 year after business action completed.                     |  |
| <b>REGISTERS</b>                              |   |           |   |  |
|   | <p><b>Admission, attendance registers</b></p> <p>School admission and attendance registers (does not include daily class roll books).</p>   | 1824–1997 | Permanent. Transfer to QSA after business action completed. |  |
| QDAN 364 – 2.27<br>F52/151<br>QDAN 364 – 2.66 | <p><b>Corporal punishment, punishment, principal's discipline registers</b></p> <p>All registers however named, that record any form of physical punishment metered out to school aged children prior to the ban in Queensland in 1989.</p>   | 1824–1995 | Permanent. Transfer to QSA after business action completed. |  |
| QDAN 110 – 7.1                                | <b>History 1992–1995</b>  | 1992–1996 | Permanent. Transfer to QSA after business action completed. |  |
| QDAN 110 – 7.2                                | <b>History 1996</b>   | 1992–1996 | Permanent. Transfer to QSA after business action completed. |  |
| QDAN 460 – 12                                 | <b>As ye sow, 1959, QED</b>   | 1959      | Permanent. Transfer to QSA after business action completed. |  |

|               |  |           |   |  |
|---------------|--|-----------|---|--|
| QDAN 460 – 91 | <b>Wacol story, 1973 Queensland Department of Commercial and Industrial Development</b>  | 1973      | Permanent. Transfer to QSA after business action completed. |  |
| QDAN 513 – 26 | <b>School history file</b><br><i>Contains map of land, copies of some ministerial correspondence, copy of invitation to opening of school for deaf/blind in 1893 and correspondence regarding establishment/restructures, etc.</i> | 1893–1989 | Permanent. Transfer to QSA after business action completed. |  |

## DISPOSAL FREEZE AFFECTED RECORDS

This section covers records currently restricted by the 2018 State Archivist issued disposal freeze on records that are relevant to, or may become relevant to, an allegation of child sexual abuse. These records **CAN'T BE DESTROYED**.

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
| Not Issued             | <p><b>Accreditation – assessment of provisionally accredited non-state schools</b></p> <p>Records relating to the assessment of provisionally accredited non-state schools in accordance with the <i>Education (Accreditation of Non-State Schools) Act 2001</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessments of provisionally accredited schools</li> <li>• certificates of accreditation</li> <li>• decisions</li> <li>• returns of provisional accreditation certificates</li> <li>• supporting information.</li> </ul>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Continuing registration – home education</b></p> <p>Records relating to the assessment of reports required to confirm children registered for home education are receiving a high-quality education and progressing in learning. These records determine continuing registration for home education.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• continuing registration forms</li> <li>• correspondence with applicant</li> <li>• formal notices</li> <li>• internal processing records</li> <li>• supporting documentation including upcoming educational program</li> <li>• samples of student work.</li> </ul> <p><i>For records relating to applications to provide home education, see Applications – home education.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <b>Monitoring – international exchange</b>   | Disposal Freeze            | State Archivist issued                              |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <p>Records relating to the national standard annual monitoring activities, conducted under the <i>National Guidelines for the Operation of International Secondary Student Exchange</i> for a registered student exchange organisation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• enrolment and cessation information</li> <li>• reciprocity reports</li> <li>• statistics.</li> </ul>  |                            | disposal freeze 1 June 2018.                        |
| Not Issued             | <p><b>Licence applications – early childhood services granted</b></p> <p>Records relating to licences granted under the <i>Education and Care Services Act 2013</i> which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• executors as approved provider</li> <li>• provider approval</li> <li>• service approval</li> <li>• supervisor certificate.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• amendments</li> <li>• applications and supporting documentation</li> <li>• assessments</li> <li>• certificates</li> <li>• copies of provider approval</li> <li>• criminal history</li> <li>• information requests</li> <li>• notices of decisions</li> <li>• renewals/reassessments</li> <li>• replacement licences (lost, stolen, destroyed or damaged)</li> <li>• transfers</li> <li>• waivers</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• working with children checks.</li> </ul>   |                            |   |
| Not Issued             | <p><b>Licences – early childhood services suspended or cancelled</b><br/>Records relating to the suspension or cancellation of licences under the <i>Education and Care Services Act 2013</i>.</p> <p>Licences include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• provider approval</li> <li>• service approval</li> <li>• supervisor certificate.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications, responses and supporting documentation</li> <li>• assessments</li> <li>• notices of decisions</li> <li>• notices to parent/guardian</li> <li>• show cause notices.</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Licences – out of hours care</b><br/>Records relating to the establishment and operation of out of hours care services in accordance with the <i>Education and Care Services Act 2013</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for licensing</li> <li>• contract negotiations and certification</li> <li>• Commonwealth subsidies</li> <li>• funding arrangements</li> <li>• refusals</li> <li>• use of facilities and premises agreements.</li> </ul>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Registration – international exchange program providers</b><br/>Records relating to applications under the National Guidelines for the Operation of</p>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <p>International Secondary Student Exchange to be a registered student exchange organisation.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• contracts</li> <li>• cancellations</li> <li>• fit and proper person declarations</li> <li>• minister's approvals</li> <li>• minister's refusals</li> <li>• show cause notices</li> <li>• supporting documentation</li> <li>• third party contracts.</li> </ul>  |                            |   |
| Not Issued             | <p><b>Internal decision reviews – licencing</b></p> <p>Records relating to internal departmental reviews of decisions in accordance with the <i>Education and Care Services Act 2013</i>.</p> <p>Includes reviews relating to:</p> <ul style="list-style-type: none"> <li>• amend or refuse to amend</li> <li>• impose a condition</li> <li>• issue a compliance direction</li> <li>• issue a compliance notice</li> <li>• provider approval, service approval or supervisor certificates</li> <li>• refuse to consent to transfer of a service approval</li> <li>• refuse to grant</li> <li>• revoke a service waiver</li> <li>• suspension.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• assessments</li> <li>• notices of decisions.</li> </ul>  |                            |   |
| Not Issued             | <p><b>Delivery arrangements – administrative</b></p> <p>Records relating to administrative arrangements for lesson, course or unit delivery. Includes administrative arrangements for examinations and assessments.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assessment supervision/invigilation arrangements</li> <li>• equipment bookings</li> <li>• timetabling</li> <li>• venue bookings.</li> </ul>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Usage – school facilities and property</b></p> <p>Records relating to the use of school facilities and property including booking arrangements and terms and conditions.</p> <p>Usage may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• as evacuation locations in times of disaster or emergencies</li> <li>• for non-educational purposes, e.g. granting permission to external bodies for sporting activities.</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• approvals</li> <li>• blue card compliance evidence</li> <li>• hire agreements</li> <li>• insurance certificates of currency</li> <li>• licences</li> <li>• memorandum of understanding</li> <li>• permissions</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• personnel training certificates and qualifications, e.g. current Austswim certificate for swimming and water safety, current first aid certificate issued by St John Ambulance (Qld)</li> <li>• booking calendars</li> <li>• terms and conditions</li> <li>• supporting material.</li> </ul> <p><i>For records relating to disaster recovery, refer to the <a href="#">General retention and disposal schedule (GRDS)</a>.</i></p>  |                            |   |
| Not Issued             | <p><b>Directions and orders about conduct of persons</b></p> <p>Records relating to decisions and orders made relating to the removal, exclusion or restriction of movement of a person other than employees and students of the school. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• personal details of person</li> <li>• directions issued to the person relating to their conduct or movement</li> <li>• notification of review of decision</li> <li>• notification of review outcome.</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Complaints against non-state schools or governing bodies of non-state schools – routine</b></p> <p>Records relating to complaints against a non-state school or governing body of a non-state school that have minor or no impact on policy or procedure. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• compliance notice</li> <li>• decisions</li> <li>• further information or other correspondence relating to the complaints</li> <li>• reviews</li> </ul>             | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• show cause notice.</li> </ul>   |                            |   |
| Not Issued             | <p><b>Complaints against state education institutions – routine</b><br/>Records relating to complaints, lodged either informally or formally, against a school employee by a student or parent/guardian on behalf of a student.<br/>Includes complaints handled internally and complaints referred to an external body or referred for external review. May also be referred to as grievances.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for external review</li> <li>• complaints</li> <li>• decisions</li> <li>• interview transcripts</li> <li>• investigation notes</li> <li>• minutes of meetings</li> <li>• recommendations</li> <li>• referrals</li> <li>• reports.</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Work diaries</b><br/>Work and appointment diaries used to record the occurrence of official duties and other information.<br/>Includes electronic diaries and excludes private appointment diaries.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• deputy principals' diaries</li> <li>• head of departments' diaries</li> <li>• principals' diaries</li> <li>• school guidance counsellors' diaries.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
| Not Issued             | <p><b>Acceptance advice – international exchange</b></p> <p>Records relating to acceptance of international student applications to study in Queensland education programs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>acceptance advice for secondary exchange student (AASES) form</i></li> <li>• parent/guardian permissions.</li> </ul>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Admissions – student file – primary and secondary school students</b></p> <p>Records relating to all aspects of student management from enrolment to leaving school for students that do not identify as Aboriginal and Torres Strait Islander.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• career information</li> <li>• compulsory schooling exemptions and cancellations</li> <li>• custody particulars/family court orders</li> <li>• distance education</li> <li>• early childhood education for Higher Education Development Program (HEDP) and Overall Position (OP) enrolment</li> <li>• early entry requests and approvals</li> <li>• enrolment agreements</li> <li>• enrolment forms</li> <li>• exclusion and suspensions</li> <li>• extracurricular activities</li> <li>• individual education plans</li> <li>• personalised learning including special education and specialist services</li> <li>• positive behaviour (captains, student council representatives)</li> <li>• references</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• refusals</li> <li>• religious instruction notifications and consents from parent/guardian</li> <li>• school-based apprenticeships and traineeships</li> <li>• school-based permissions (consent forms)</li> <li>• semester allocations</li> <li>• sensitive case notes</li> <li>• show cause notices</li> <li>• student assessment (reports to parent/guardian, testamurs)</li> <li>• student protection</li> <li>• student record cards</li> <li>• transfers</li> <li>• transport</li> <li>• work experience.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> <p><i>For records relating to students that identify as Aboriginal and Torres Strait Islander, refer to Admissions – student file – Aboriginal and Torres Strait Islanders.</i></p> <p><i>For records relating to parental permissions, refer to Attendance – parent/guardian permissions.</i></p> <p><i>For records relating to assessments and assignments, refer to Assessment.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p> |                            |   |
| Not Issued             | <p><b>Admissions – student file – accredited training and higher education – minors</b></p> <p>Records relating to all aspects of trainee and apprenticeship management from enrolment to leaving or completion.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• allocation agreements</li> </ul>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised |
|------------------------|---|----------------------------|-----------------|
|                        | <ul style="list-style-type: none"> <li>• application forms</li> <li>• class allocation</li> <li>• credit transfers</li> <li>• decision documentation</li> <li>• deeds of agreement</li> <li>• excursions</li> <li>• exemptions (academic) – applications and approvals</li> <li>• industry/vocational placement</li> <li>• off-campus activity</li> <li>• prior learning results</li> <li>• references and supporting documentation</li> <li>• score sheets</li> <li>• student admission</li> <li>• training blocks correspondence</li> <li>• training plans</li> <li>• user choice records including agreements, evidence, compliance and participant eligibility data</li> <li>• work experience.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> <p><i>For records relating to school-based apprentices and trainees, refer to Admissions – student file – primary and secondary school students.</i></p> <p><i>For records relating to parental permissions, refer to Attendance – parent/guardian permissions.</i></p> <p><i>For records relating to misconduct, refer to Student Conduct.</i></p> |                            |                 |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
| Not Issued             | <p><b>Attendance – parent/guardian permissions</b></p> <p>Records relating to permission granted by parent/guardian to attend special events or activities.</p> <p>Includes notifications where permission is not granted.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• animal care permission</li> <li>• excursion/camp permission notes</li> <li>• off-campus activities permissions for minors</li> <li>• sporting event permission notes.</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Attendance – rolls</b></p> <p>Records relating to the attendance of all students at a school or in accredited or non-accredited courses.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• class rolls</li> <li>• excursion rolls</li> <li>• religious instruction rolls</li> <li>• sporting event rolls</li> <li>• swimming rolls.</li> </ul>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Supervision – examination arrangements</b></p> <p>Records relating to administrative arrangements for internal and external examination and assessment.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• attendance records for examinations and other assessment activities</li> <li>• correspondence regarding student eligibility</li> <li>• seating plans</li> <li>• special consideration requests</li> </ul>                                     | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• supervision/invigilation arrangements</li> <li>• temporary absences</li> <li>• timetables.</li> </ul>  |                            |   |
| Not Issued             | <p><b>Incident report – routine</b></p> <p>Records relating to routine incidents at any educational premise or at a child care provider premise. Routine incidents may include, but are not limited to, events where a child is:</p> <ul style="list-style-type: none"> <li>• injured</li> <li>• becomes ill or suffers a physical or emotional trauma which may require basic first aid and does not require further medical attention.</li> </ul> <p>Routine incidents exclude allegations of sexual abuse.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• briefings</li> <li>• incident forms</li> <li>• investigation reports</li> <li>• monitoring forms</li> <li>• notices to parent/guardian</li> <li>• notifications of incidents.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor which occurs outside of the educational boundary.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Student misconduct – proven – adult</b></p> <p>Records relating to instances where allegations of student misconduct by a student who is an adult, both academic and non-academic, were investigated and the misconduct proven/supported.</p> <p>Excludes proven misconduct in which a minor was involved.</p>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• allegations</li> <li>• charges</li> <li>• determination of penalties</li> <li>• disciplinary appeals</li> <li>• investigations</li> <li>• orders.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p>   |                            |   |
| Not Issued             | <p><b>Student misconduct – proven – minors</b></p> <p>Records relating to instances where allegations of student misconduct by a student who is a minor, both academic and non-academic, were investigated and the misconduct proven/supported.</p> <p>Includes proven misconduct instances by an adult where a minor is involved.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• allegations</li> <li>• charges</li> <li>• determination of penalties</li> <li>• disciplinary appeals</li> <li>• incident report</li> <li>• investigations</li> <li>• orders.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Student misconduct – not proven</b></p> <p>Records relating to instances where allegations of student misconduct, both academic</p>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <p>and non-academic, were investigated and the misconduct not proven.<br/>Excludes allegations of sexual abuse.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• allegations</li> <li>• decisions</li> <li>• disciplinary appeals</li> <li>• investigations</li> <li>• notices.</li> </ul> <p><i>Refer to STUDENT SERVICES – Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p>  |                            |   |
| Not Issued             | <p><b>Applications (residential/boarding accommodation) – successful</b><br/>Records relating to the management of residential/boarding accommodation for students, including homestay.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• accommodation guidelines</li> <li>• advice regarding change of details or circumstances</li> <li>• applications and acceptances</li> <li>• disciplinary action</li> <li>• parent/guardian consent forms</li> <li>• requests for leave</li> <li>• signed student contracts</li> <li>• written agreements.</li> </ul> <p><i>Refer to Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Sign-in registers</b><br/>Registers relating to the arrival and departure of people to the residential/boarding</p>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
|                        | accommodation.<br>Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• student sign-in registers</li> <li>• visitor sign-in registers.</li> </ul>   |                            |   |
| Not Issued             | <p><b>Out of hours care – individual children</b></p> <p>Records relating to individual children in out of hours care.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• admission agreements</li> <li>• attendance records</li> <li>• enrolment details</li> <li>• excursion and other parent/guardian authorisations</li> <li>• family assistance office assessment notices and correspondence</li> <li>• health and medical requirements</li> <li>• information about a parenting order or parenting plan in accordance with the <i>Family Law Act 1975</i></li> <li>• personal development plans and programs</li> <li>• statement of child care usage forms</li> <li>• written agreements.</li> </ul> <p><i>Refer to STUDENT MANAGEMENT – Incidents for records relating to a child’s injury, illness or death.</i></p> <p><i>Refer to Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor which occurs outside of the educational boundary.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Out of hours care – registers</b></p> <p>Register of registration or attendance.</p>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records   | Retention period & trigger | Date authorised                                     |
|------------------------|--|----------------------------|---|
| Not Issued             | <p><b>Chaplaincy/student welfare services</b></p> <p>Records relating to the voluntary arrangements in schools which provide access to support for spiritual, ethical, and religious matters.</p> <p>Excludes guidance and counselling for a student who is a minor regarding allegations of sexual abuse.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• parent/guardian approvals</li> <li>• service content summary.</li> </ul> <p><i>Refer to Student Protection – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse relating to a minor.</i></p>  | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Guidance – personal</b></p> <p>Records relating to personal guidance and counselling provided to students on personal matters with support and assistance by a professional counsellor.</p> <p>Excludes personal guidance and counselling for a student who is a minor regarding allegations of sexual abuse.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• international student issues</li> <li>• sensitive case files</li> <li>• student guidance files.</li> </ul> <p><i>Refer to Student Protection – Reports of abuse for records relating to allegations or confirmed reports of sexual abuse relating to a minor.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>Reports of abuse</b></p> <p>Records relating to student protection, including referrals to early intervention, prevention or supportive services, to prevent and respond to harm or risk of harm to all students.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• case plans</li> </ul>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• documented suspicions and/or incidents of harm</li> <li>• education support plans</li> <li>• referral forms</li> <li>• reporting of incidents and allegations of abuse, including sexual abuse</li> <li>• resolution of problems</li> <li>• student protection reports</li> <li>• suspected child abuse and neglect (SCAN) system forms.</li> </ul>  |                            |   |
| Not Issued             | <p><b>Selection and screening of host families</b><br/>Records relating to homestays for exchange students and international students.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• assessments of accommodation</li> <li>• criminal history checks</li> <li>• interviews</li> <li>• orientation program.</li> </ul> <p><i>Refer to Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |
| Not Issued             | <p><b>School health nurse and clinics – Clinical records – minors</b><br/>Records displaying evidence of clinical care to an individual student who is a minor.<br/>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• medical or procedural notes or reports made by the school nurse, first aid officer or counsellor</li> <li>• evaluations</li> <li>• evidence of medical treatment administered</li> <li>• medications</li> </ul>   | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |

| Disposal Authorisation | Description of records  | Retention period & trigger | Date authorised                                     |
|------------------------|---|----------------------------|---|
|                        | <ul style="list-style-type: none"> <li>• sick bay register</li> <li>• specialised health needs.</li> </ul> <p><i>Refer to Student Protection – Reports of abuse for records of allegations or confirmed reports of sexual abuse relating to a minor.</i></p> <p><i>Refer to Guidance – personal for records relating to guidance and counselling services on personal matters.</i></p>  |                            |   |
| Not Issued             | <p><b>Transport arrangements</b></p> <p>Records relating to the transportation of children to schools and to school excursions. Includes transport for special needs students and remote area students.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• arrangements</li> <li>• approvals for assistance</li> <li>• individual student transport plans</li> <li>• reviews and amendments</li> <li>• student allowances.</li> </ul> | Disposal Freeze            | State Archivist issued disposal freeze 1 June 2018. |