



Responsible Public Authority: Queensland State Archives

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Scope of disposal schedule

This schedule covers the core business records of Queensland State Archives relating to the functions of Collection Management, Government Recordkeeping Regulation, Preservation Management and Public Access. It also includes the records of the Public Records Review Committee.

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS)*.

Authority

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

Revocation of previously issued disposal authorities

Any previously issued disposal authorities which applied to disposal classes described in this schedule are revoked. Queensland State Archives should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

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About this Schedule

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

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

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- (iii) pursuant to the *Evidence Act 1977*, or
- (iv) for any other purpose required by law.

This list is not exhaustive.

Documents which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency viz-a-viz another legal entity and any document which relates to the financial, legal or proprietary rights of a party other than the State are potentially within the category of public records to which particular care should be given prior to disposal.

Records which are subject to a Right to Information application are to be retained for a period greater than the time specified to ensure that all avenues for appeals for review under the legislation are exhausted, even though the records may be due for destruction according to this Schedule at the time of the application (see *General Retention and Disposal Schedule for Administrative Records*).

The following is a brief explanation of the layout of this Schedule and key terms used. For further information on how to apply this Schedule please refer to the *Guideline for the Implementation of Retention and Disposal Schedules*, available from the Queensland State Archives website at www.archives.qld.gov.au.



Example

Reference	Description of records	Status	Disposal Action
1.1.1	<p>Access restrictions</p> <p>Records relating to decisions made about access to public records and setting and changing of restricted access periods (RAPs).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">restricted access period (RAP) noticescorrespondence relating to the making of decisions about access to public records held in the Queensland State Archives collection (access determinations)records relating to the management of those records in the Queensland State Archives collection where access is or may be restricted under a regulation (access regulations).	Permanent	Retain permanently.

- Reference:** Indicates the function, activity or class number, for example 1.1.1.
- ‘Function’ – Functions represent the major responsibilities that are managed by an agency to fulfil its goals. Functions are high-level aggregates of the agency’s activities.
 - ‘Activity’ – The major tasks performed by an organisation to accomplish each of its functions. An activity is based on a cohesive grouping of transactions producing a singular outcome.
- Description of records:** Describes the record class, indicating which records it covers for sentencing.
- Status:** All disposal classes have a temporary or permanent status. Permanent denotes records that should be retained forever while temporary denotes records that can be destroyed under the authority of the Schedule.
- Disposal Action:** Indicates the minimum period for which the records must be retained before authorised disposal can occur. Possible disposal actions include:
- ‘Retain permanently’ refers to records which should be transferred to Queensland State Archives once they are no longer required for business purposes.



- 'Retain permanently by agency' refers to records that have been determined by Queensland State Archives to be temporary but, at the request of the agency, are retained permanently by the agency. They are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a 'Retain permanently' disposal action.
- 'Retain for X years after ...' refers to the minimum period for which the records must be retained before final disposal. The retention period commences once the disposal trigger has occurred.
- 'Retain until reference ceases/administrative use ceases' means retain until the record is no longer required to carry out the agency's functions or as information to support the agency's business activities.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist once they are no longer required for business purposes by the agency. Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on (07) 3131 7777 for further details.



Revision history

QDAN	Date of Approval	Extent of revision
98/0053	9 June 1998	Initial Schedule
415 v.2	6 October 1999	Major revision
415 v.3	5 September 2006	Major revision
415 v.4	19 April 2010	Minor revision



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1. COLLECTION MANAGEMENT

The function of managing the Queensland State Archives collection. Includes transfers, arrangement and description and physical control. Also includes loans of records to public authorities (file issue).

See section 3- PRESERVATION MANAGEMENT for preservation of items held in the collection.

Reference	Description of records	Status	Disposal Action
1.1	ACCESS MANAGEMENT <i>Activities associated with managing access permissions for the Queensland State Archives collection under the Public Records Act 2002. Includes managing delegations for access, authorisation for restricted access and restricted access periods.</i>		
1.1.1	Access restrictions Records relating to decisions made about access to public records and setting and changing of restricted access periods (RAPs). Records may include, but are not limited to: <ul style="list-style-type: none">restricted access period (RAP) noticescorrespondence relating to the making of decisions about access to public records held in the Queensland State Archives collection (access determinations)records relating to the management of those records in the Queensland State Archives collection where access is or may be restricted under a regulation (access regulations).	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
1.1.2	Access authorisations Records relating to authorising access to closed public records. Records may include, but are not limited to: <ul style="list-style-type: none">restricted access forms (authorisation of access to closed records for departmental personnel and public researchers)access authorisation forms (delegation in public authorities for access authorisation officers).	Temporary	Retain for 5 years after authorisation ceases.
1.2	ADVICE <i>The activities associated with responding to requests for information or opinions. Includes transfer enquiries and restricted access period enquiries.</i>		
1.2.1	Advice on collection management issues Records of advice given to public authorities relating to the Collection Management function. May include advice on: <ul style="list-style-type: none">setting restricted access periodspreparing records for transfer, orspecial projects, e.g. Image Queensland.	Temporary	Retain for 5 years after last action.
1.3	ARRANGEMENT AND DESCRIPTION <i>The processes involved in analysing records and describing them according to national and international descriptive standards, and describing relationships with other series and agencies.</i>		



Reference	Description of records	Status	Disposal Action
1.3.1	<p>Collection determination</p> <p>Records relating to decisions made about records which are already in the Queensland State Archives collection.</p> <p>May include, but is not limited to decisions on:</p> <ul style="list-style-type: none">• the removal of identifying information from Archives One• the return of records to the responsible agency (other than file issue)• matters which are not access or transfer related but impact on the management of the Queensland State Archives collection. <p>See section 1.6 for records related to file issue.</p> <p>See section 1.9 for records relating to transfers.</p>	Permanent	Retain permanently.
1.3.2	<p>Series registration files</p> <p>Series Registration System (SRS) series files. Includes records of series descriptions and related provenance information.</p>	Permanent	Retain permanently.
1.3.3	<p>Control records held in Archives One</p> <p>Archival control and provenance records maintained in Archives One. Includes series, item and agency entries.</p>	Temporary	Retain entries until superseded.
1.3.4	<p>Agency registration files</p> <p>Agency registration files. Includes descriptions of agencies.</p>	Temporary	Retain until replaced by a new version.
1.3.5	<p>Job cover sheets</p> <p>Cover sheets for jobs assigned to staff in Arrangement and Description, Reprography and Preservation Services.</p>	Temporary	Retain until job is completed.



Reference	Description of records	Status	Disposal Action
1.3.6	Job details held in Archives One Records relating to jobs assigned to Archivists maintained in Archives One. Includes Arrangement and Description jobs and appraisal jobs.	Temporary	Retain until job is completed.
1.4	DEACCESSIONING AND DISPOSAL <i>The activities relating to the disposal or removal of records from the Queensland State Archives collection.</i>		
1.4.1	Deaccessioning and destruction Records documenting the approved deaccessioning or lawful destruction of records from the Queensland State Archives collection. Records may include, but are not limited to: <ul style="list-style-type: none">• recommendations and justifications for deaccessioning or destruction• decisions to proceed• letters to responsible agencies.	Permanent	Retain permanently.
1.4.2	Deaccessioning and destruction records held in Archives One Records relating to deaccessioning and destruction records maintained in Archives One.	Temporary	Retain entries until superseded
1.5	DISPUTE RESOLUTION <i>The activities associated with the resolution of disputes regarding restricted access periods referred to the Public Records Review Committee.</i> <i>See section 2.5 for records of disposal authorisation decisions reviewed by the Public Records Review Committee.</i> <i>See section 5.4 for other dispute resolution records created by the Public Records Review Committee.</i>		



Reference	Description of records	Status	Disposal Action
1.5.1	Access disputes Records created by Queensland State Archives relating to disputes about the setting of restricted access periods (RAPs), which have been referred to the Public Records Review Committee.	Permanent	Retain permanently.
1.6	FILE ISSUE <i>Activities associated with the loan of records from the Queensland State Archives collection to their responsible public authorities.</i> <i>See section 4.5 for requests by researchers in the public search room.</i>		
1.6.1	Records not returned Records relating to the retrieval and issue of archival records where an agency does not intend to return records to Queensland State Archives custody or cannot locate the records. Includes file request forms for these records only. <i>See reference number 1.6.4 for other file request forms.</i>	Permanent	Retain permanently.
1.6.2	Overdue items Correspondence with agencies and reports relating to overdue items from the Queensland State Archives collection.	Temporary	Retain for 5 years after last action.
1.6.3	Directives Directives from, and special arrangements with, agencies relating to file issue. Records may include, but are not limited to: <ul style="list-style-type: none">directives as to what parts of an agency can request files, orwhether agencies other than the responsible agencies can access files.	Temporary	Retain for 15 years after last action.



Reference	Description of records	Status	Disposal Action
1.6.4	File request forms File request forms, excluding request forms relating to archival records where an agency does not intend to return records to Queensland State Archives custody or cannot locate the records. <i>See reference number 1.6.1 for records not returned to Queensland State Archives custody.</i>	Temporary	Retain for 10 years after return of item.
1.6.5	File movement records held in Archives One File movement records held in Archives One. Record movements may include, but are not limited to: <ul style="list-style-type: none">• file issue• issue to reading room• loan or use of items for exhibitions.	Temporary	Retain entries until superseded.
1.6.6	File issue records held in Archives One Records relating to files issued to agencies maintained in Archives One.	Temporary	Retain entries until superseded.
1.6.7	Driving logs Driving logs showing delivery of Queensland State Archives files and records to agencies.	Temporary	Retain for 2 years after last action.
1.7	LOANS MANAGEMENT <i>The activities involved in managing the temporary loan of State archives or copies that are held in the custody of Queensland State Archives to entities other than the responsible public authority. Includes processing and documenting requests from organisations such as museums, libraries and State Government organisations.</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for contracts between Queensland State Archives and the external organisation.</i>		



Reference	Description of records	Status	Disposal Action
1.7.1	Loans Records relating to the loan of items from the collection for use in exhibits. Records may include, but are not limited to: <ul style="list-style-type: none">• requests• preservation condition reports• venue inspection reports• other documentation relating to the loan.	Permanent	Retain permanently.
1.8	SPACE MANAGEMENT <i>The activities associated with assessing and managing repository storage space and storage needs. Includes location stocktake records.</i>		
1.8.1	Register of repository space Register of available repository space.	Temporary	Retain until superseded.
1.8.2	Stocktakes Records relating to location stocktakes.	Temporary	Retain until location information updated in Archives One.
1.9	TRANSFERS <i>The activities associated with negotiating and managing transfers of records to Queensland State Archives.</i>		



Reference	Description of records	Status	Disposal Action
1.9.1	Transfer files Records documenting the transfer of records to Queensland State Archives. Records include, but are not limited to: <ul style="list-style-type: none">• transfer proposal form• transfer approval letter• transfer report• transfer inspection form• restricted access notice.	Permanent	Retain permanently.
1.9.2	Transfer records held in Archives One Records relating to transfers maintained in Archives One.	Temporary	Retain entries until superseded.
1.10	REPROGRAPHY <i>The process of creating copies of State archives for preservation and/or exhibition purposes. Includes reproduction using various techniques including microfilming, photography and digital imaging. Also includes quality control testing. See reference number 1.3.5 for job cover sheets set up for Reprography jobs.</i>		
1.10.1	Microfilm quality tests Methylene blue and Silver Densitometric Test (SDT) records of tests performed on microfilm. Records may include, but are not limited to: <ul style="list-style-type: none">• tests conducted by Queensland State Archives• tests received from service providers• associated correspondence.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
1.10.2	Microfilm records held in Archives One Records relating to microfilm maintained in Archives One.	Temporary	Retain entries until superseded.
1.10.3	Register of inspections of digital images Register of inspections of digital images, where the images are of physical items in the Queensland State Archives collection. The register contains scanning specifications.	Temporary	Retain for 2 years after last action.
1.10.4	Digital image register Records relating to the digital image register maintained in Archives One	Temporary	Retain until entries superseded.



2. GOVERNMENT RECORDKEEPING REGULATION

The function of setting standards, providing advice on and monitoring recordkeeping in public authorities. Includes authorising the disposal of public records.

Reference	Description of records	Status	Disposal Action
2.1	ADVICE <i>The activities associated with responding to requests for information or opinions. Includes enquiries regarding disposal.</i> <i>See also section 2.6 for records documenting liaison .</i>		
2.1.1	Advice - Interpretation of Retention and Disposal Schedules Records of advice to public authorities on the interpretation of classes in approved Retention and Disposal Schedules where the response may set a precedent or involves significant research or analysis.	Permanent	Retain permanently.
2.1.2	Advice - Other Advice to public authorities and others on general recordkeeping issues, including: <ul style="list-style-type: none">• disposal• machinery of government changes• privatisation• IS40 and IS31 compliance• recordkeeping metadata• managing record formats• recordkeeping in business systems• custody and ownership.	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
2.2	AGREEMENTS <i>The activities associated with the establishment, maintenance review and negotiation of agreements. Includes Memorandums of Understanding and Keyword product licences.</i>		
2.2.1	Agreements with agencies Records relating to agreements between Queensland State Archives and other agencies regarding the disposal, custody and ownership of public records. Includes the final agreements as well as the development files leading up to the agreements.	Permanent	Retain permanently.
2.2.2	Licence agreements Records relating to licence agreements with State Records NSW and public authorities relating to the use and distribution of <i>Keyword AAA</i> and <i>Keyword for Councils</i> .	Temporary	Retain for 7 years after licence superseded or revoked.
2.3	APPRAISAL <i>The activities associated with appraising public records and authorising their disposal under the Public Records Act 2002. Includes re-appraisal of records in Queensland State Archives collection.</i>		



Reference	Description of records	Status	Disposal Action
2.3.1	<p><i>Retention and Disposal Schedules</i></p> <p>Records relating to the development and approval of Retention and Disposal Schedules or other disposal authorisation as well as master copies of authorised Retention and Disposal Schedules.</p> <p>Excludes records relating to appraisal projects not proceeded with as well as reference material and background research papers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• authorised Retention and Disposal Schedules• final appraisal reports• other disposal authorisations approved by the State Archivist• consultation papers and correspondence with responsible agencies.	Permanent	Retain permanently.
2.3.2	<p><i>Retention and Disposal Schedule information held in Archives One</i></p> <p>Records relating to Retention and Disposal Schedules maintained in Archives One.</p>	Temporary	Retain entries until superseded.
2.3.3	<p><i>Cancelled appraisal projects</i></p> <p>Records relating to appraisal projects that do not proceed.</p>	Temporary	Retain for 5 years after cancellation of project.
2.3.4	<p><i>QDAN appraisal cover sheets</i></p> <p>QDAN appraisal cover sheets (attached to appraisal job folders).</p>	Temporary	Retain for 6 months after appraisal job completed.



Reference	Description of records	Status	Disposal Action
2.4	<p>CAPACITY DEVELOPMENT</p> <p><i>The activities associated with improving awareness of, attitudes to and capability in recordkeeping in public authorities. Includes organising workshops, masterclasses, and Records and Information Management forums and the development of government newsletters by Queensland State Archives alone or in joint initiatives.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for planning which sets Queensland State Archives work programs.</i></p>		
2.4.1	<p>Master copies and related documents</p> <p>Master copies of capacity development tools and materials. These may include, but are not limited to:</p> <ul style="list-style-type: none">• online training modules• training material for public authorities• powerpoint presentations• formal speaking notes• project plans for major initiatives.	Temporary	Retain for 10 years after superseded.
2.4.2	<p>Supporting documents</p> <p>Records supporting the development of capacity initiatives and documenting administrative arrangements. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• research• consultation• planning• arrangements (attendance lists, catering, venue, etc).	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
2.5	DECISION REVIEW <i>The activities associated with decisions made by the State Archivist not to authorise the disposal of public records reviewed by the Public Records Review Committee.</i> <i>See section 1.5 for the resolution of disputes about restricted access periods referred to the Public Records Review Committee.</i> <i>See section 5.3 for records on reviews created by the Public Records Review Committee.</i>		
2.5.1	<i>Disposal of public records not authorised</i> Records created by Queensland State Archives relating to a decision not to authorise the disposal of public records that is referred to the Public Records Review Committee.	Permanent	Retain permanently.
2.6	LIAISON <i>The activities associated with maintaining regular general contact between Queensland State Archives and other stakeholders, including public authorities, professional associations, other institutions and vendors. See also section 2.1 for records relating to advice.</i>		
2.6.1	<i>Liaison with other agencies or institutions</i> Records documenting liaison on recordkeeping and related issues with other organisations, including: <ul style="list-style-type: none">• lead public authorities• archival institutions• professional associations.	Temporary	Retain for 2 years after last action.



Reference	Description of records	Status	Disposal Action
2.7	<p>MONITORING AND COMPLIANCE</p> <p><i>The activities involved in assessing public authorities' recordkeeping performance and compliance with the Public Records Act 2002 and related standards and policies. Includes Strategic Recordkeeping Implementation Plan (SRIP) assessment, surveys, assessing annual reports and inspections relating to suspected non-compliance.</i></p> <p><i>See section 2.8 for suspected non-compliance.</i></p> <p><i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for the contracting-out of services relating to monitoring and compliance activities such as surveys and statistical analysis.</i></p>		
2.7.1	<p>Compliance monitoring</p> <p>Records documenting public authorities' interactions with Queensland State Archives regarding their compliance with mandatory or optional recordkeeping and information management standards.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• records relating to the assessment and endorsement of public authorities' Strategic Recordkeeping Implementation Plans (SRIPs). (Includes establishment of SRIP panels and endorsement of revised SRIPs).• compliance surveys• annual report assessments• inspections undertaken under s.46 of the <i>Public Records Act 2002</i>• correspondence with agencies on monitoring and compliance (includes notification of <i>Information Standard 40: Recordkeeping compliance deadlines</i>).	Temporary	Retain for 20 years after last action.



Reference	Description of records	Status	Disposal Action
2.7.2	Working papers Working papers relating to the conduct of surveys and/or audits. Includes development of survey or audit instrument and testing.	Temporary	Retain for 3 years after last action.
2.8	NON-COMPLIANCE <i>Activities involved in investigating any non-compliance with the Public Records Act 2002. Includes use of inspection powers and allegations of unauthorised disposal of public records.</i>		
2.8.1	Non-compliance reports and investigations Records relating to cases of non-compliance with the <i>Public Records Act 2002</i> (such as unauthorised destruction of public records) which have been referred to the Crime and Misconduct Commission or the Queensland Police Service by Queensland State Archives. Records may include, but are not limited, to: <ul style="list-style-type: none">• briefing notes• reports• findings or reports handed down by investigating body. See section 2.7.1 COMPLIANCE MONITORING for inspections undertaken under s.46 of the <i>Public Records Act 2002</i> .	Permanent	Retain permanently.
2.9	POLICY & GUIDANCE DEVELOPMENT <i>The activities associated with drafting and releasing policies, standards and guidelines on recordkeeping for public authorities. Includes development of policy frameworks, published strategies and Public Records Briefs/Alerts.</i>		



Reference	Description of records	Status	Disposal Action
2.9.1	<p>Master set of policy and guidance products</p> <p>Master set of policy and guidance products issued by Queensland State Archives.</p> <p>Records may include, but are not limited to final versions of:</p> <ul style="list-style-type: none">• Public Records Briefs, policies and guidelines• strategies• policy frameworks.	Permanent	Retain permanently.
2.9.2	<p>Working documents</p> <p>Working documents on the development of policy and guidance products.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• project plans• discussion papers• records of consultation• draft policy and guidance products.	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
2.10	<p>RESEARCH</p> <p><i>The activities involved in investigating a subject or area of interest in order to discover facts, principles, etc. Includes regular literature searches and environmental scans.</i></p> <p><i>See reference number 2.3.1 for research relating to the development of Retention and Disposal Schedules.</i></p> <p><i>See reference number 2.4.2 for research relating to the development of capacity development initiatives.</i></p> <p><i>See reference number 2.9.2 for research relating to the development of a particular policy or guidance product.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for ARM (Archives and Records Management) meeting papers and other internal governance.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for planning which sets Queensland State Archives work programs.</i></p>		
2.10.1	<p>Research records</p> <p>Records relating to research in recordkeeping and related information management issues. May include, but are not limited, to:</p> <ul style="list-style-type: none">• internal briefing papers• research which has not resulted in publication.	Temporary	Retain for 3 years after last action.
2.10.2	<p>Media monitoring and environmental scanning</p> <p>Records relating to media monitoring and environmental scanning for current recordkeeping and related information management issues. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• monitoring of Hansard• IT weekly updates.	Temporary	Retain for 1 year after last action.



3. PRESERVATION MANAGEMENT

The function of ensuring the survival of records over time. Includes activities to prevent or arrest the degradation of records in all formats, including electronic records. Also includes research into preservation strategies.

See reference number 1.3.5 for job cover sheets created for Preservation jobs.

Reference	Description of records	Status	Disposal Action
3.1	ADVICE <i>The activities associated with providing advice to public authorities and the public on preservation matters.</i>		
3.1.1	Advice on preservation issues Records relating to advice given to clients on preservation issues, including disaster planning and conservation. Includes records of site visits undertaken for the purpose of giving advice.	Temporary	Retain for 5 years after last action.
3.2	CHEMICAL AND HAZARDS MANAGEMENT <i>The activities associated with managing the handling and use of chemicals and other potentially hazardous substances. Includes ChemWatch data.</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for acquisition of chemicals.</i>		
3.2.1	Register of hazardous substances Register of hazardous substances, including Chemical Safety Data Sheets (also known as Material Safety Data Sheets) retained in accordance with the <i>Workplace Health and Safety Regulation 2008 (Qld)</i> .	Temporary	Retain until superseded or chemical no longer in use at Queensland State Archives.



Reference	Description of records	Status	Disposal Action
3.2.2	<i>Risk assessments of hazardous substances (significant risk to health)</i> Records relating to risk assessments of hazardous substances which show a significant degree of risk to health, including the risk assessment, monitoring result and health surveillance report, retained in accordance with the <i>Workplace Health and Safety Regulation 2008 (Qld)</i> .	Temporary	Retain for 30 years after chemical no longer in use at Queensland State Archives.
3.2.3	<i>Risk assessments of hazardous substances (no significant risk to health)</i> Records relating to risk assessments of hazardous substances which do not show a significant degree of risk to health, retained in accordance with the <i>Workplace Health and Safety Regulation 2008 (Qld)</i> .	Temporary	Retain for 5 years after last action.
3.2.4	<i>Permits</i> Permits and associated records required under the Concessional Spirits Scheme. Includes purchase and usage records.	Temporary	Retain for 5 years after last action.
3.3	CONSERVATION <i>The activities associated with evaluating the condition of items in the Queensland State Archives collection and performing chemical or physical treatments to ensure the continued physical survival of records without further degradation.</i>		



Reference	Description of records	Status	Disposal Action
3.3.1	<p>Conservation reports</p> <p>Records relating to conservation reports of treatments performed on records in the Queensland State Archives collection. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• conservation work forms• condition reports• preservation surveys• exhibition condition reports• conservation reports. <p>Conservation Reports have been kept in bound volumes, files and in a Microsoft Access database.</p> <p><i>See section 1.9 for transfer inspection reports.</i></p>	Permanent	Retain permanently.
3.3.2	<p>Organic analytical tests</p> <p>Records relating to organic analytical tests. Includes paper testing, iron gall ink treatments, etc.</p>	Permanent	Retain permanently.
3.3.3	<p>Facility inspection reports</p> <p>Reports on inspections performed by Queensland State Archives on facilities of other agencies.</p>	Temporary	Retain for 5 years after last action.
3.4	<p>DISASTER PLANNING</p> <p><i>The processes involved in identifying, preventing or preparing for disasters, to protect and/or recover the collection and ensure service continuity.</i></p>		



Reference	Description of records	Status	Disposal Action
3.4.1	Salvage priority list Salvage priority list maintained by the Preservation Section of Queensland State Archives.	Temporary	Retain for 15 years after last action.
3.4.2	Disaster recovery plan Development and testing of Queensland State Archives disaster recovery plan. Includes recovery team contact details.	Temporary	Retain for 5 years after last action.
3.5	ENVIRONMENTAL CONTROL <i>Activities associated with monitoring and maintaining appropriate environmental conditions for the collection. Includes pest control and management.</i>		
3.5.1	Environmental monitoring Records relating to environmental monitoring conducted at Queensland State Archives. May include, but is not limited to issues related to: <ul style="list-style-type: none">• air-conditioning• air quality• lighting• temperature.	Temporary	Retain for 5 years after last action.
3.5.2	Pest infestations Records relating to pest infestations, outbreaks and extraordinary pest treatments at Queensland State Archives.	Temporary	Retain for 10 years after last action.
3.5.3	Pest inspection reports Pest inspection reports. Includes results of fortnightly physical inspections of the Queensland State Archives building.	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
3.6	MAINTENANCE <i>The activities associated with regular maintenance of, and repairs to, specialist preservation equipment. Includes but is not limited to, maintenance records for microfilm cameras, humidification chambers, conditioning oven, hydraulic press, ultrasonic splicer, and laminating press.</i> <i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for the acquisition and disposal of equipment.</i>		
3.6.1	Specialist preservation equipment Maintenance forms and records relating to repairs of specialist preservation equipment.	Temporary	Retain while equipment remains with the agency.
3.7	PRESERVATION MATERIALS ACQUISITION <i>The activities associated with the acquisition of specialist preservation material, including archival paper, microfilm and packaging. Includes quotes.</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for acquisition of chemicals.</i>		
3.7.1	Acquisition of specialist preservation materials Records relating to the acquisition of specialist preservation materials, including quotes, purchase orders etc.	Temporary	Retain for 10 years after last action.
3.8	RESEARCH <i>The activities associated with conducting research into preservation processes and materials, including developing digital preservation strategies, testing paper quality, etc. Includes reports from research visits and seminars.</i>		
3.8.1	Discussion papers and guidelines Final discussion papers and guidelines relating to digital preservation strategies released to Queensland public authorities.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
3.8.2	<p>Working documents - Digital preservation</p> <p>Working documents and other records relating to research into digital preservation strategies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• reports of research visits• seminars• research papers.	Temporary	Retain for 10 years after last action.
3.8.3	<p>Working documents - Traditional preservation</p> <p>Working documents and other records relating to research into traditional preservation strategies.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• reports of research visits• seminars• research papers.	Temporary	Retain for 15 years after last action.



4. PUBLIC ACCESS

The function of facilitating access to the Queensland State Archives collection through reference services, exhibitions, presentations, tours and other means.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to the management of volunteers.

Reference	Description of records	Status	Disposal Action
4.1	CLIENT FEEDBACK <i>The activities involved with receiving and responding to client feedback, including complaints and compliments. For records relating to client complaints and suggestions refer to General Retention and Disposal Schedule for Administrative Records (GRDS).</i>		
4.1.1	Feedback forms Records relating to client feedback, including reading room feedback forms and feedback to seminars and presentations delivered by Queensland State Archives staff.	Temporary	Retain for 2 years after last action.
4.2	COPYING SERVICES <i>The activities associated with providing copies of items in the Queensland State Archives collection to clients in accordance with s.25 of the Public Records Act 2002.</i>		
4.2.1	Copyright declaration forms Signed copyright declaration forms (request for copying).	Temporary	Retain for 4 years after last action.
4.2.2	Copy registers Copy registers, including map, aperture card and microfilm copying registers.	Temporary	Retain for 2 years after last action.
4.3	EXHIBITIONS <i>The activities associated with preparing and presenting exhibitions and displays, including online and travelling exhibitions.</i>		



Reference	Description of records	Status	Disposal Action
4.3.1	<p><i>Exhibitions - Major</i></p> <p>Records relating to the design and development of major exhibitions that commemorate significant national, State or Queensland State Archives events, e.g. Q150 celebrations in 2009.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• project plans• final lists of items used• photographs of final display• launch speaking notes• completed exhibition visitors books• explanatory texts.	Permanent	Retain permanently.
4.3.2	<p><i>Exhibitions - Other</i></p> <p>Records relating to the design and development of other exhibitions not covered under reference number 4.3.1.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• project plans• item lists• photographs• explanatory texts.	Temporary	Retain for 20 years after last action.
4.3.3	<p><i>Development documents</i></p> <p>Working documents relating to the development of exhibitions.</p>	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
4.4	FINDING AIDS <i>The activities associated with developing guides and finding aids to the Queensland State Archives collection. Includes brief guides, search procedures, pathways and departmental indexes.</i> <i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements for published finding aids and guides.</i>		
4.4.1	Finding aids Records relating to finding aids such as brief guides, search procedures and indexes. Records may include, but are not limited to: <ul style="list-style-type: none">• final approved finding aids• drafts• previous versions.	Temporary	Retain until superseded.
4.5	READING ROOM MANAGEMENT <i>The activities associated with providing services to researchers through the reading room, includes issuing researcher cards and issue of items.</i> <i>See reference number 1.6.4 for item issue records held in Archives One.</i>		
4.5.1	Researchers records held in Archives One Records relating to the management of contact information for holders of readers' tickets and the register of researchers maintained in Archives One.	Temporary	Retain entries until superseded
4.5.2	Application forms Researcher card application forms.	Temporary	Retain for 5 years after last action.
4.5.3	Request slips Archives One request slips for records accessed through the reading room.	Temporary	Retain for 1 month after item returned.



Reference	Description of records	Status	Disposal Action
4.6	REFERENCE ENQUIRIES <i>The activities associated with receiving and responding to enquiries about the Queensland State Archives collection. Includes written and telephone enquiries.</i>		
4.6.1	Enquiries Records relating to reference enquiries and responses. Includes enquiries relating to births, deaths and marriages and requests for certificates which were issued by Queensland State Archives prior to October 2005.	Temporary	Retain for 5 years after last action.
4.6.2	Reference enquiry registers This class covers reference enquiry registers. Records may include, but are not limited to: <ul style="list-style-type: none">written and telephone enquiry registersstatistical worksheets.	Temporary	Retain for 2 years after last action.
4.6.3	Source analyses Analysis of the Queensland State Archives collection holdings relevant to particular topics (source analyses).	Temporary	Retain until superseded.
4.7	SEMINARS AND PRESENTATIONS <i>The activities associated with developing seminars and presentations on the Queensland State Archives collection. Includes field trips.</i> <i>See reference number 4.1.1 for feedback on seminars and presentations.</i>		



Reference	Description of records	Status	Disposal Action
4.7.1	Presentation materials Records relating to presentations delivered by Queensland State Archives staff. Records may include, but are not limited to: <ul style="list-style-type: none">speech notesdevelopment material.	Temporary	Retain for 10 years after last action.
4.7.2	Seminar programs Records relating to annual programs of seminars to be presented by Queensland State Archives staff. Records may include, but are not limited to: <ul style="list-style-type: none">final list of seminars to be heldapproval of seminar program.	Temporary	Retain for 5 years after last action.
4.7.3	Administrative material Administrative arrangements for seminars and presentations, including attendance lists.	Temporary	Retain for 2 years after last action.
4.8	VISITS <i>The activities associated with hosting visits by and tours for the public to Queensland State Archives.</i> <i>See reference number 4.3.1 for exhibition visitors' books.</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for visitors books (excluding exhibition visitors' books).</i> <i>See General Retention and Disposal Schedule for Administrative Records (GRDS) for arrangements relating to visits by the Governor, Premier and other dignitaries to Queensland State Archives.</i>		



Reference	Description of records	Status	Disposal Action
4.8.1	<p><i>Visits hosted by Queensland State Archives</i></p> <p>Records relating to visits hosted by Queensland State Archives. Records include, but are not limited to:</p> <ul style="list-style-type: none">• bookings• visits calendar.	Temporary	Retain for 2 years after last action.



5. PUBLIC RECORDS REVIEW COMMITTEE MANAGEMENT

The function of managing the relationship between Queensland State Archives and the Public Records Review Committee. Includes provision of secretariat services and as well as the nomination and appointment of members, arranging and conducting meetings and managing conflicts of interest.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records of:

- *Management of Board members' travel*
- *Meeting fees and entitlements.*

Reference	Description of records	Status	Disposal Action
5.1	MEETINGS <i>The activities associated with conducting Committee meetings.</i>		
5.1.1	Agendas and minutes Master set of agendas and minutes of Public Records Review Committee meetings. Records may include, but are not limited to: <ul style="list-style-type: none">• master sets of minutes• agendas• Chair's reports to the Minister• related papers such as decisions (if published).	Permanent	Retain permanently.
5.1.2	Administration Records relating to the coordination and administration of Committee meetings.	Temporary	Retain for 2 years after last action.
5.2	MEMBERS <i>The activity of managing Committee appointments and resignations.</i>		



Reference	Description of records	Status	Disposal Action
5.2.1	<p><i>Appointments and resignations</i></p> <p>Records relating to appointments and resignations of Public Records Review Committee members. Records may include, but are not limited to:</p> <ul style="list-style-type: none">• copy of the signed notice of resignation• instrument of appointment• liaison with Queensland State Archives regarding nominations for members.	Temporary	Retain for 10 years after last action.
5.3	<p>DECISION REVIEW</p> <p><i>Activities associated with the review by the Public Records Review Committee of decisions made by the State Archivist according to s.39, s.40 and s.41 of the Public Records Act 2002.</i></p> <p><i>See section 2.5 for records created by Queensland State Archives.</i></p>		
5.3.1	<p><i>Disposal of public records not authorised</i></p> <p>Records relating to the review by the Public Records Review Committee of a decision by the State Archivist not to authorise the disposal of public records. Records may include, but are not limited, to:</p> <ul style="list-style-type: none">• application for review by public authority• notice given to the archivist on receiving the application• written reasons given by the archivist for refusing to authorise the disposal• record of the decision made by the committee.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
5.4	DISPUTE RESOLUTION <i>Activities associated with the resolution of disputes referred to the Public Records Review Committee about restricted access periods.</i> <i>See section 1.5 for records created by Queensland State Archives.</i>		
5.4.1	<i>Restricted access periods</i> Records relating to the resolution of disputes referred to the Public Records Review Committee about the setting of restricted access periods (RAPs).	Permanent	Retain permanently.



6. LEGACY RECORDS

This section covers legacy records of the Queensland State Archives.

Reference	Description	Date Range	Status	Disposal Action
6.1	COLLECTION MANAGEMENT			
6.1.1	Legacy files Legacy disposal, transfer and access files: H series files, M00 series files, and A and F files.	M00: Pre 1981 H: 1981-1995 A and F: 1996-2002	Permanent	Retain permanently.
6.1.2	Legacy primary control records Legacy primary control records. Records may include, but are not limited to: <ul style="list-style-type: none">• provenance card catalogue• accession registers, registers of series and items• map catalogues• previous system locations files (TR and R files)• pre-Archives One control registers	Up to 1996	Permanent	Retain permanently.
6.1.3	Legacy secondary control records Legacy secondary control records. Records may include, but are not limited to: <ul style="list-style-type: none">• registers of subjects• registers of agencies• registers of functions.	Up to 1996	Temporary	Retain until reference ceases.



Reference	Description	Date Range	Status	Disposal Action
6.1.4	Microfilm registers Microfilm work registers and microfilm accession number registers. These registers are kept in folders and bound volumes.		Permanent	Retain permanently.
6.2	PRESERVATION MANAGEMENT			
6.2.1	Monthly air-conditioning reports.	Up to June 2008	Temporary	Retain for 2 years after last action.
6.2.2	Environmental trends reports (graphical output of monitoring equipment).	Up to June 2008	Temporary	Retain for 2 years after last action.
6.3	PUBLIC ACCESS			
6.3.1	Researchers book (held at reception desk).	Up to circa 2007	Temporary	Retain until superseded.