



Responsible Public Authority: Department of Public Works

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Scope of schedule

This schedule covers the core business records of QFleet, a business unit of the Department of Public Works and is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS)*.

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

Authority

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

Revocation of previously issued disposal authorities

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

- QDAN 97/0015 – approved 4 February 1997
- QDAN 976/0151 – approved 16 October 1997
- QDAN 398 v.1 – approved 4 March 1999
- QDAN 533 v.1 – approved 2 April 2001.



About this Schedule

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

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

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

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

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

Records subject to a disposal freeze issued by the State Archivist must be retained until formal notification is given by the State Archivist that the freeze no longer applies.

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

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



Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by agency' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.

Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on *Transferring Public Records to Queensland State Archives* available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on telephone (07) 3131 7777 for further details.



Contents

1. VEHICLE FLEET MANAGEMENT	5
ACQUISITION	5
COMPLIANCE	6
CONTROL	6
CUSTOMER SERVICE	7
DISPOSAL	7
EVALUATION	8
INSURANCE	9
LEASING-OUT	9
MAINTENANCE	10
2. LEGACY RECORDS	12
FUEL SUPPLY	12
INDEX	13



1. VEHICLE FLEET MANAGEMENT

The function of providing vehicles to the Queensland Government and government funded agencies and the management of the government vehicle fleet. Includes fleet acquisition, leasing, maintenance of vehicles, disposal of vehicles, and fleet advisory services.

Reference	Description of records	Status	Disposal Action
1.1	ACQUISITION <i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisition where there is no tendering or contracting-out process.</i>		
1.1.1	Acquisition – vehicles Records relating to the acquisition of vehicles, accessories, and vehicle parts (for maintenance purposes) for government clients which are captured electronically in the fleet management system or the hardcopy vehicle file. Records may include, but are not limited to: <ul style="list-style-type: none">• agreement acceptance• accessory quotes• vehicle order• maintenance authorisations (parts and servicing)• delivery advice• requisition and requests.	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
1.2	COMPLIANCE <i>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and national and international standards, such as the ISO 9000 series.</i>		
1.2.1	Safety certificates Roadworthy certificate books containing carbon copies of certificates issued for vehicles prepared and listed for sale.	Temporary	Retain for 5 years after last action.
1.2.2	Vehicle registration Records documenting the registration of government fleet vehicles with the Department of Transport and Main Roads.	Temporary	Retain until the expiry, renewal or cancellation of registration.
1.3	CONTROL <i>The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems and control mechanisms for other information resources and systems.</i>		
1.3.1	Vehicle data entry control Data entry reports used to quality assess the entry of vehicle related information into the fleet management system including, but not limited to: <ul style="list-style-type: none">• engine number reports• vehicle identification number (v.i.n.) records	Temporary	Retain until administrative use ceases.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">current variants and table links report.		
1.4	CUSTOMER SERVICE <i>The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.</i>		
1.4.1	Client relations Records relating to client relation interactions for vehicle fleet management which are captured either in the fleet management system or vehicle and/or client file including but not limited to: <ul style="list-style-type: none">responses to enquiries on client vehiclesgeneric client enquiries about fleet arrangements.	Temporary	Retain for 5 years after last action.
1.5	DISPOSAL <i>The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, or destruction including vehicles.</i>		
1.5.1	Returns and sales Records relating to the return and/or disposal of vehicles by sale and/or through auction and which are captured in either the fleet management system or the vehicle file. The sales records are referred to as the catalogue records and may include, but are not limited to: <ul style="list-style-type: none">reserved price	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">disposal receipt notificationpublic Trust Office monies paid <p>The return records may include, but are not limited to:</p> <ul style="list-style-type: none">returned vehicle inspection reportsfreight orderphotographs of vehiclesrepair quotes. <p>See reference 1.2.1 for roadworthy and safety certificates and reference 1.2.2 for vehicle registration.</p>		
1.6	EVALUATION <i>The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</i>		
1.6.1	Leasing arrangements – vehicle risks Records relating to the assessment of vehicle risks for leasing arrangements including, but not limited to: <ul style="list-style-type: none">product risk committee modelling spreadsheetsrecommendations for future lease arrangements.	Temporary	Retain for 13 years after assessment completed.
1.6.2	Reference material – vehicle risks Records that are supporting reference materials for the assessment of vehicle	Temporary	Retain until reference



Reference	Description of records	Status	Disposal Action
	risks including, but not limited to: <ul style="list-style-type: none">• vfacts reports – new car sales• Glass's reports – used vehicle value• internal orders placed and fleet profile reports.		ceases.
1.7	INSURANCE <i>The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.</i>		
1.7.1	Insurance policy Records relating to the insurance of the fleet of vehicles including, but not limited to: <ul style="list-style-type: none">• broker correspondence• signed Insurance policy.	Temporary	Retain for 7 years after the expiry of the policy.
1.8	LEASING-OUT <i>The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.</i>		
1.8.1	Lease contracts – agreements Records relating to the leasing-out of vehicles to government clients on long term contracts/agreements which are captured in either the fleet management system or the vehicle file including, but not limited to:	Temporary	Retain for 7 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">Lease contract/agreement including short-term contracts/agreements.		
1.8.2	Short-term bookings Records relating to arrangements made for rentals of vehicles from commercial service providers for short-term vehicle hire including, but not limited to: <ul style="list-style-type: none">vehicle bookingsrental agreements.	Temporary	Retain for 2 years after last action.
1.8.3	Vehicle SOA – updates Updates/changes to recommended retail price and/or model types associated with current standing offer arrangements (SOA) with vehicle manufacturer for vehicle supply to QFleet including, but not limited to: <ul style="list-style-type: none">advice of price or model changes from vehicle manufacturer (vehicle, options, accessories).	Temporary	Retain for 13 years after assessment complete.
1.9	MAINTENANCE <i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles, etc.</i>		
1.9.1	Maintenance – vehicles Records relating to maintenance work on vehicles that are captured in either the fleet management system or the vehicle file including, but not limited to: <ul style="list-style-type: none">maintenance authorisations	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
	<ul style="list-style-type: none">• repair quotes• photographs of damaged vehicles• warranty records• workshop job cards.		
1.9.2	<p>Register of approved repairers</p> <p>Register of approved repairers including, but not limited to:</p> <ul style="list-style-type: none">• TYRES database (Microsoft Access)• source documentation provided for register entries.	Temporary	Retain for 7 years after last action.
	<p>POLICY</p> <p><i>See General Retention and Disposal Schedule for Administrative Records for records relating to the development and implementation of whole-of Government policies including environmental or 'green' policies.</i></p>		



2. LEGACY RECORDS

This section covers QFleet legacy records.

Reference	Description	Date Range	Status	Disposal Action
2.1	FUEL SUPPLY			
2.1.1	<i>Fuel records</i> Records relating to supplying fuel to government vehicles including, but not limited to: <ul style="list-style-type: none">• fuel register• fuel metres and dip readings.	1992–1995	Temporary	Retain for 5 years after last action.



INDEX

Acquisition

accessories.....	5
<i>parts</i>	5
vehicles.....	5
Approved repairers.....	See Repairers
Auctions	7
Catalogue records	See Returns and sales
Client file	7
Client relations	7
Current variants report	6
Data entry reports	6
Delivery advice	5
Dip readings	12
Disposal	See Returns and sales
Engine number reports.....	6
Enquiries	
about client vehicles	7
general	7
Fleet management system	5, 6, 7, 9, 10

Fleet profile reports	8
Freight order	7
Fuel metres	12
Fuel register	12
Fuel supply.....	12
Glass's reports	8
Insurance	
policy	9
Lease contracts	
long-term	9
Leasing arrangements	
assessments	8
recommendations.....	8
vehicle risks.....	8
Maintenance	10
authorisations	5, 10
repair quotes	10
warranty records.....	10
workshop job cards	10
Photographs	



damaged vehicles.....	10	TYRES database	11
returned vehicles	7	Vehicle acquisition	See Acquisition
Public Trust Office	7	Vehicle bookings.....	See Short-term bookings
Quotes		Vehicle data entry	6
accessories.....	5	Vehicle file.....	5, 7, 9, 10
repair	7	Vehicle identification number	6
Registration	See Vehicle registration	Vehicle order	5
Rental agreements.....	See Short-term bookings	Vehicle registration	6
Repair quotes.....	10	Vehicle risks	
Repairers		assessment	See Leasing arrangements
register.....	11	reference material	See Leasing arrangements
Requisitions.....	5	Vehicle SOA.....	10
Reserved price	See Auctions	Vfacts reports.....	8
Returned vehicle inspection reports	7	Warranty records	10
Returns.....	See Returns and sales	Workshop job cards	10
Returns and sales	7		
Roadworthy certificate books	6		
Safety certificates.....	6		
Sales	See Returns and sales		
Short-term bookings.....	10		



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