

# Sport, Recreation and Major Events Retention and Disposal Schedule

Responsible public authority: Department of National Parks, Recreation, Sport and Racing  
Department of Tourism, Major Events, Small Business and Commonwealth Games

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## Scope of Retention and Disposal Schedule

This Schedule applies to sport, recreation and major events records of the Department of National Parks, Recreation, Sport and Racing and the Department of Tourism, Major Events, Small Business and Commonwealth Games. It includes records of the Queensland Academy of Sport and the Centre of Excellence for Applied Sport Science Research.

The Schedule was originally issued to the Department of Local Government, Sport and Recreation (QDAN 645, v1) in 2008. Due to the revocation of the local government regulation functions, the sport, recreation and major events functions were reissued as QDAN 696 v1 in December 2013.

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References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

In the event of an administrative change, or the transfer of a function from one public authority to another, 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 Agency Services at Queensland State Archives on (07) 3131 7777.

## Record Formats

This Schedule applies to records created in all formats, unless otherwise specified in the class description. This includes, but is not limited to, records in business systems, maps, plans, photographs, motion picture and records created using web 2.0 media.

## Authority

Authorisation for the disposal of public records is given under s.26 of the *Public Records Act 2002* (the Act).

No further authorisation is required from the State Archivist for records disposed of under this schedule. However, the disposal of all public records must be endorsed by the public authority's Chief Executive Officer, or authorised delegate, in accordance with *Information Standard 31: Retention and Disposal of Public Records*, and recorded in the public authority's disposal log.

Public records that are not covered by an approved retention and disposal schedule cannot be disposed of by a public authority.

Disposal of public records not covered by an approved retention and disposal schedule is a contravention of s.13 of the Act.

## Revocation of previously issued disposal authorities

Any previously issued disposal authority which covers disposal classes described in this retention and disposal schedule is revoked. The Department of National Parks, Recreation, Sport and Racing and the Department of Tourism, Major Events, Small Business and Commonwealth Games should take measures to withdraw revoked disposal authorities from circulation. This includes, but is not limited to:

- QDAN 645 v1: Department of Local Government, Sport & Recreation Retention & Disposal Schedule.

Public records sentenced under revoked retention and disposal schedules should be re-sentenced prior to disposal.

For further advice on the currency of approved retention and disposal schedules, please contact Agency Services at Queensland State Archives on (07) 3131777.

## Retention of records

All of the retention periods in this schedule are the minimum period for which the sentenced records must be maintained. Public records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for public records to be destroyed at the expiration of a minimum retention period.

Public records must be retained for longer if:

- i. the public record is or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding
- ii. 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. the public record must be retained pursuant to the *Evidence Act 1977*
- iv. there is a current disposal freeze in relation to the public record, or

v. there is any other law or policy requiring that the public record be retained.

This list is not exhaustive.

Public records which deal with the financial, legal or proprietary rights of the State of Queensland or a State related Body or Agency regarding another legal entity and any public record 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 the period specified in section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) in addition to their required retention period according to an approved retention and disposal schedule. The two periods run concurrently, and may result in a longer required retention period overall. This is in order to cover all appeal and review processes. Even though the records subject to an application may be ready for disposal according to an approved retention and disposal schedule at the time of the Right to Information application, the additional Right to Information retention requirements must still be applied. See section 9 – INFORMATION MANAGEMENT of the [General Retention and Disposal Schedule for Administrative Records](#) for records of Right to Information applications.

The disposal of public records should be documented in accordance with the requirements of *Information Standard 31: Retention and Disposal of Public Records*.

For further advice on the retention and disposal of public records under an approved retention and disposal schedule, please refer to the Queensland State Archives website or contact Agency Services at Queensland State Archives on 07 3131 7777.

### **Records created before 1950**

Records described in QDAN 696 v1 that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the public authority. For further advice please refer to the Public Records Brief: [Pre-1950s public records](#) which is 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 the Department' 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 (07) 3131 7777 for further details.

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# 1. ATHLETE DEVELOPMENT

*The function of developing high performance sports programs to optimise the State's elite athletes' international success and their recognition as sporting ambassadors for the State and Australia. Includes the provision of sport science, sport medicine, coaching, rehabilitation, career and education services, travel and accommodation assistance. Also includes early identification of potential athletes; administering program funding; conducting applied research through the Centre of Excellence; and evaluating the suitability of potential programs, systems or services.*

See General Retention and Disposal Schedule for Administrative Records for records relating to:

- Committees
- Conferences
- Enquiries
- Marketing
- Meetings
- Planning.

Reference	Description of records	Status	Disposal action
1.1	<p><b>APPLIED RESEARCH</b></p> <p><i>The process of undertaking research at an institutional level, which assists in the development of elite athletes, coaches and teams. Includes support by the Centre of Excellence for Applied Sport Science Research including a wide range of disciplines such as biomechanics, nutrition, physiology, physiotherapy and psychology.</i></p>		
1.1.1	<p><b>Research grants – QAS staff</b></p> <p>Records relating to applications by Queensland Academy of Sport staff for external and internal research grants including research proposals, applications, application evaluations and agreements.</p>	Temporary	Retain for 7 years after last action.
1.1.2	<p><b>Research projects - Centre of Excellence</b></p> <p>Records related to research projects undertaken by research students at the Centre of Excellence for Applied Sport Science Research, including research proposals, raw data,</p>	Temporary	Retain for 25 years after last action.

Reference	Description of records	Status	Disposal action
	half yearly progress reports and research reports.		
1.1.3	<b><i>Practicums - research students</i></b> Records relating to research students' practicums including applications, placements and details of practicum projects.	Temporary	Retain for 25 years after last action.
1.1.4	<b><i>Research manuscripts</i></b> Draft manuscripts of research publications submitted for printing or publication.	Temporary	Retain for 7 years after last action.
1.1.5	<b><i>Research Projects - QAS</i></b> Records relating to sport science research projects undertaken at the Queensland Academy of Sport that receive no special external or internal research funding, but are absorbed into the annual budget allocation. Includes research proposals, raw data and research reports.	Temporary	Retain for 25 years after last action.
1.2	<b>CAREER SERVICES</b> <i>The activity associated with providing elite athletes with career guidance, education assistance and professional development services. Includes assistance with job readiness, such as presentation and job interviews skills, and transition services.</i>		
1.2.1	<b><i>Career and professional development programs - athletes</i></b> Records relating to programs developed and used to assist Queensland Academy of Sport athletes with career choices, professional development, presentation skills, and job interview techniques. Includes fact sheets, CDs, DVDs, and routine correspondence.	Temporary	Retain for 5 years after last action.
1.2.2	Attendance records relating to workshops held to assist athletes with their career, education and professional development, which are registered into a national Athlete Career & Education (ACE) database.	Temporary	Retain until reference ceases.
1.2.3	Records relating to annual Memoranda of Understanding with external training providers	Temporary	Retain for 7 years after last

Reference	Description of records	Status	Disposal action
	to provide small scholarships for individual athletes to undertake a short course free of charge. Includes records of negotiations and supporting documentation.		action.
1.2.4	<b>Development counselling - athletes</b> Records relating to personalised career counselling sessions, education guidance, job readiness assistance and/or personal development for individual elite athletes.	Temporary	Retain for 50 years after date of birth.
1.2.5	<b>Studying athletes</b> Records relating to negotiation and facilitation of suitable education delivery and conditions for studying athletes, including correspondence with educational institutions regarding online and distance education, home schooling, and coordination with regard to subject load, attendance and assessment.	Temporary	Retain for 50 years after date of birth.
1.2.6	<b>Employment opportunities - athletes</b> Records relating to communication with employer groups regarding employment opportunities for athletes seeking employment.	Temporary	Retain for 2 years after last action.
1.3	<b>CASES</b> <i>Case files relate to particular incidents, persons, organisations or clients.</i>		
1.3.1	<b>Athlete Files – famous</b> Individual athlete files for athletes who have made major contributions to the community or who have achieved national or international fame or notoriety in their sport. Includes their individual records relating to sport science testing, education, career and personal development, coaching and training methods, honours and awards, sports scholarships, sport medicine, psychology and nutrition, and strength and conditioning programs.	Permanent	Retain permanently.
1.3.2	<b>Athlete files – other</b> Individual athlete files for athletes who have not made major contributions to the	Temporary	Retain for 50 years after date of birth.

Reference	Description of records	Status	Disposal action
	community nor achieved national or international fame or notoriety in their sport. Includes athletes' individual records relating to sport science testing, education, career and personal development, coaching and training methods, honours and awards, sports scholarships, sport medicine, psychology and nutrition, and strength and conditioning programs.		
1.4	<p><b>COACHING</b></p> <p><i>The activity of Queensland Academy of Sport coaches developing and implementing elite training programs for athletes in order to take those athletes to the pinnacle of their sports. Includes coaching by network coaches, who provide specialist expertise to complement existing programs.</i></p>		
1.4.1	<p><b>Training models</b></p> <p>Records relating to development of sports and training models for elite athletes and squads.</p>	Temporary	Retain for 5 years after last action.
1.4.2	<p><b>Reports</b></p> <p>Monthly reports provided by coaches, containing consolidated information on coaching results, athlete and squad activities, athlete injuries etc.</p>	Temporary	Retain for 7 years after last action.
1.5	<p><b>EVENTS</b></p> <p><i>The activity of arranging and managing festivities to honour a particular occasion; or a formal act performed for a special occasion. Includes celebrations and ceremonies associated with bestowing honours, awards or prizes. Also includes social occasions conducted or attended to enhance internal or external relationships.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to other events.</i></p>		
1.5.1	<p><b>Presentation ceremonies - athletes</b></p> <p>Records related to ceremonies for presentation of bonus grants to elite athletes who are resident in Queensland, and are selected to represent Australia in international sporting events.</p>	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal action
1.5.2	<p><b><i>Ceremonies of major significance - athletes</i></b></p> <p>Records relating to ceremonies held to mark a special event, state, national and/or international, involving elite athletes. Includes invitation lists, press releases, photographs, ceremony running sheets, speeches and logistical records.</p>	Permanent	Retain permanently.
1.5.3	<p><b><i>Orientation ceremonies - athletes</i></b></p> <p>Records relating to compulsory athlete orientation ceremonies for new QAS athletes, including athlete handbooks, ceremony running sheets, speeches, attendee lists, follow-up correspondence with non-attending athletes, and photographs taken with famous athletes.</p>	Temporary	Retain for 25 years after all athletes attending the ceremony have left QAS.
1.6	<p><b>FUNDING ADMINISTRATION</b></p> <p><i>The activity of providing funding to external organisations, individuals and key sector groups for projects that align with Government priorities and the Government does not receive any entitlements (unlike sponsorships). Full accountability of funds is required of the recipient and there is an obligation to ensure that the funds will be used for the purpose for which they have been allocated. Includes provision and administration of State or Commonwealth grants; subsidies paid to external organisations and individuals; and State Government financial aid to Indigenous Councils. Also includes the application for and receipt of funds, fund offers, agreements or contracts, release notifications, progress reports and fund acquittals.</i></p>		
1.6.1	<p><b><i>Funding assistance - network coaches</i></b></p> <p>Records relating to development funding assistance to network coaches officiating at, or attending, major sporting events, including requests for assistance and QAS responses.</p>	Temporary	Retain for 10 years after last action.
1.6.2	<p><b><i>Financial rewards - Queensland athletes</i></b></p> <p>Records relating to financial rewarding (bonus grants) of athletes deemed to be resident in Queensland, who are selected to participate in international games/teams. Includes application forms, approvals, correspondence with State sporting organisations verifying athletes' Queensland residency and competition status, electoral roll checks, and bonus grant acceptance forms.</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
1.7	<p><b>SCHOLARSHIP ADMINISTRATION</b></p> <p><i>The activity of administering scholarships awarded by the Queensland Academy of Sport under its Sports Program; Centre of Excellence for Applied Sport Science Research; and Individual scholarship programs. Includes applications, correspondence, evaluations, approvals, agreements and payments.</i></p>		
1.7.1	<p><b>Scholarship agreements – athletes</b></p> <p>Scholarship agreements between the Queensland Academy of Sport and athletes who win scholarships to attend the Academy.</p> <p><i>See also 1.7.2 for successful QAS scholarship applications and 1.7.4 for training access scholarships</i></p>	Temporary	Retain for 50 years after date of birth.
1.7.2	<p><b>Scholarship applications – QAS</b></p> <p>Records relating to successful applications for scholarships to the Queensland Academy of Sport under its Sports Program and Individual Scholarship Programs, including applications, application assessments, correspondence with national bodies to confirm international rankings, recommendations to the Board, letters of advice, squad approval forms and scholarship papers.</p> <p><i>See also 1.3.1 and 1.3.2 for individual athlete files, 1.7.1 for scholarship agreements and 1.7.3 for unsuccessful applications.</i></p>	Temporary	Retain for 50 years after date of birth.
1.7.3	<p>Records relating to unsuccessful applications for scholarships to the Queensland Academy of Sport under its Sports Program and Individual Scholarship Program, including applications, application assessments, letters of advice, complaints and objections to decisions.</p>	Temporary	Retain for 5 years after last action.
1.7.4	<p><b>Scholarships - training access</b></p> <p>Records relating to 6-12 month training access scholarships awarded to privately coached athletes seeking access to QAS facilities. Includes applications, approvals,</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	agreements and other supporting documentation.		
1.7.5	<p><b>Research grants - Centre of Excellence</b></p> <p>Records relating to successful applications for PhD, Honours or Masters research grants to the Centre for Excellence for Sport Science Research, including applications, application assessments, interview and selection records and scholarship agreements.</p>	Temporary	Retain for 7 years after last action.
1.7.6	Records relating to unsuccessful applications for PhD, Honours or Masters research grants to the Centre for Excellence in Sport Science Research, including applications, application assessments, interview records and letters of advice.	Temporary	Retain for 2 years after last action.
1.7.7	<p><b>Small research grants - Centre of Excellence</b></p> <p>Records relating to successful applications for small research grants funded by the Centre of Excellence for Sport Science Research, including expressions of interest, assessments, full proposals, approvals and agreements.</p>	Temporary	Retain for 7 years after last action.
1.7.8	Records relating to unsuccessful expressions of interest for small research grants funded by the Centre of Excellence for Sport Science Research.	Temporary	Retain for 2 years after last action.
1.8	<p><b>SPORT MEDICINE SERVICES</b></p> <p><i>The activity of providing treatment and preventive care for athletes at the Queensland Academy of Sport. Includes provision of medical, psychology, nutrition, physiotherapy and massage services and dietary supplements.</i></p>		
1.8.1	<p><b>Medical treatment and tests - athletes</b></p> <p>Records related to medical treatment and testing of individual athletes, including diet and nutrition, physiotherapy, medical and psychological test records, reports on medical matters to coaches, annual medical screening, and records associated with reporting and follow-up of athletes considered to be at risk, or exhibiting signs of, such things as eating disorders, depression, etc.</p>	Temporary	Retain for 50 years after date of birth.

Reference	Description of records	Status	Disposal action
1.8.2	<b>Health care providers</b> Annual service agreements with external providers such as physiotherapists, doctors, nutritionists, psychologists etc.	Temporary	Retain for 7 years after last action or expiry of agreement.
1.8.3	Records relating to successful applications for inclusion in a preferred provider network of health care professionals. Includes screening records of correct and adequate insurance coverage and professional qualifications.	Temporary	Retain for 7 years after last action.
1.8.4	Records relating to unsuccessful applications for inclusion in a preferred provider network of health care professionals, including screening of correct and adequate insurance coverage and professional qualifications.	Temporary	Retain for 2 years after last action.
1.9	<b>SPORT SCIENCE SERVICES</b> <i>The activity of designing testing and training strategies that integrate into overall performance plans for Queensland Academy of Sport squads. Includes training and competition assessment across all disciplines of Sport Science; athlete servicing and applied research; technology development, understanding training methodology and general administration requirements.</i>		
1.9.1	<b>Athlete testing</b> Raw data collected during biomechanical and exercise physiological testing of athletes.	Temporary	Retain for 50 years after date of birth.
1.9.2	Consolidated athlete test records constructed from raw data collected during biomechanical and exercise physiological testing of athletes, including spreadsheets compiled from raw data, reports on test performance, and original video footage of athletes undergoing biomechanical testing.	Temporary	Retain for 50 years after date of birth.
1.9.3	Athlete informed consent for sport science testing.	Temporary	Retain for 50 years after date of birth.
1.9.4	<b>Laboratory accreditation</b>	Temporary	Retain for 8 years after

Reference	Description of records	Status	Disposal action
	Records maintained for the purpose of laboratory accreditation under the AIS National Sport Science Quality Assurance Program (NSSQA), including equipment calibration logs, laboratory environment condition test results, testing equipment instruction manuals, testing equipment maintenance logs, operating procedures, test protocols, laboratory equipment bookings, equipment tracking logs, records of staff certifications, and laboratory procedures manuals.		accreditation.
1.10	<p><b>SQUAD ADMINISTRATION</b></p> <p><i>The activity of administering Queensland Academy of Sport sporting programs. Includes development and implementation of policies and procedures related to athletes; travel approvals and arrangements for athletes, coaches and support staff attending squad events and competitions; purchase and provision of athlete uniforms and equipment; and service agreements between the Academy and external service providers.</i></p>		
1.10.1	<p><b>Service agreements – athlete squads</b></p> <p>Service agreements between the Queensland Academy of Sport and external service providers for services associated with athlete squad management, including video analysts, coaches, team managers, specialised coaching sessions, etc.</p>	Temporary	Retain for 7 years after last action or expiry of agreement.
1.10.2	<p><b>Squad arrangements</b></p> <p>Travel approvals and arrangements for athletes attending squad events and competitions.</p>	Temporary	Retain for 5 years after last action.
1.10.3	Records associated with purchase and provision of athlete uniforms and equipment associated with squad events and competitions.	Temporary	Retain for 5 years after last action.
1.10.4	<p><b>Participation in training programs - sporting organisations</b></p> <p>Records relating to successful applications and submissions from sporting organisations to participate in full squad training programs, intensive training centre programs and regional training programs. Includes applications, submissions, evaluation of</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	applications, Ministerial briefs and approvals, routine correspondence and squad program agreements.		
1.10.5	Records relating to unsuccessful applications and submissions from sporting organisations to participate in full squad training programs, intensive training centre programs and regional training programs. Includes applications, submissions, evaluation of applications and routine correspondence.	Temporary	Retain for 5 years after last action.
1.10.6	<p><b>Support agreements</b></p> <p>Agreements and Memoranda of Understanding between the Queensland Academy of Sport and state and national sporting organisations for provision of support to QAS sporting programs. Support can include cash, cars and in-kind.</p>	Temporary	Retain for 7 years after last action or expiry of agreement.
1.11	<p><b>STRENGTH AND CONDITIONING SERVICES</b></p> <p><i>The activity of providing training programs and support services to athletes in the areas of speed, agility, endurance, strength, stability, flexibility and injury prevention, management and rehabilitation using a long term athlete development model. Includes sport-specific programs; programming concepts; technology development; understanding training methodology and program administration.</i></p>		
1.11.1	<p><b>Information and advice</b></p> <p>Records relating to provision of routine information or advice to athletes, coaches or the public about strength and conditioning services provided by the Queensland Academy of Sport.</p>	Temporary	Retain for 2 years after last action.
1.11.2	<p><b>Athlete strength and conditioning programs</b></p> <p>Records and correspondence relating to strength and conditioning programs developed for Queensland Academy of Sport athletes, including program records and communications with coaches and athletes about program requirements.</p> <p><i>For personalised athlete strength and conditioning programs, see the athlete's individual case file under section 1.3.</i></p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
1.11.3	<p><b><i>Service agreements - strength and conditioning services</i></b></p> <p>Service agreements between the Queensland Academy of Sport and coaches, for QAS to provide agreed strength and conditioning programs for athletes.</p>	Temporary	Retain for 7 years after last action or expiry of agreement.
1.11.4	<p><b><i>Rehabilitation models</i></b></p> <p>Records relating to development of rehabilitation models for athletes who sustain major sporting injuries. Includes research material, routine correspondence and rehabilitation models developed for specific injuries such as anterior cruciate ligament (ACL) and shoulder injuries.</p>	Temporary	Retain for 2 years after superseded.
1.11.5	<p>Records relating to personalised rehabilitation models developed to assist in the rehabilitation of athletes who suffer major sporting injuries. Includes video clips of athletes undertaking rehabilitation exercise, test results, medical and progress reports etc.</p>	Temporary	Retain for 50 years after date of birth.
1.11.6	<p><b><i>Strength testing - consolidated records</i></b></p> <p>Consolidated records relating to strength testing of athletes, including reports to coaches and the Australian Institute of Sport.</p> <p><i>For individual athletes' test results, raw data, progress reports and program adjustments see the athlete's individual file under section 1.3.</i></p>	Temporary	Retain for 7 years after last action.
1.11.7	<p><b><i>Coach education programs</i></b></p> <p>Records relating to strength and conditioning coach education programs, including copies of manuals and internal workshop materials.</p>	Temporary	Retain for 6 months after superseded.
1.11.8	<p><b><i>Gymnasium accreditation</i></b></p> <p>Records maintained for the purpose of gymnasium accreditation under the AIS National Sport Science Quality Assurance Program (NSSQA), including equipment calibration</p>	Temporary	Retain for 8 years after accreditation.

Reference	Description of records	Status	Disposal action
	logs, equipment instruction manuals, equipment maintenance logs, operating procedures, equipment tracking logs, records of staff certifications, and gymnasium procedures manuals.		
1.12	<p><b>TALENT IDENTIFICATION AND DEVELOPMENT</b></p> <p><i>The activity of systematically identifying athletically talented individuals and preparing them for participation in domestic sporting competition and, potentially, national and international competition. Identification includes testing by school physical education teachers, sports coaches etc, general testing, sport-specific testing and interview. Successful individuals are placed with a coach/squad arranged by the relevant sporting organisations or clubs, which provide an appropriate environment and/or specialised coaching to assist in their development. Includes talent development programs, such as squad training programs, intensive training centre programs and regional training programs and submissions from sporting organisations/clubs wishing to participate in them.</i></p>		
1.12.1	<p><b>Potential elite athletes - selected</b></p> <p>Records relating to potential elite athletes selected through talent search programs to participate in specialised training programs. Includes consent for testing forms, anthropometrical testing records, raw data analysis, ongoing athlete monitoring records, sport-specific and laboratory test results.</p>	Temporary	Retain for 25 years from date of birth.
1.12.2	<p><b>Potential elite athletes – not selected</b></p> <p>Records relating to potential elite athletes who are tested through talent search programs, but are not selected to participate in specialised training programs. Includes consent for testing forms, anthropometrical testing records, raw data analysis, ongoing athlete monitoring records, sport-specific and laboratory test results.</p>	Temporary	Retain for 5 years after last action.
1.12.3	<p><b>Talent search programs</b></p> <p>Records relating to establishment of specific talent search projects including business cases, action plans, and routine correspondence and negotiations between interested parties (such as National Talent Search Program, sporting clubs, national and state sporting organisations and state institutes and academies of sport) regarding</p>	Temporary	Retain for 3 years after last action.



Reference	Description of records	Status	Disposal action
	contribution and input into projects.		
1.12.4	Records relating to development and review of Talent Search program models, including research materials, routine correspondence and program models.	Temporary	Retain for 3 years after last action.
1.12.5	Service agreements with coaches and external service providers for training and services for the duration of the specific talent search projects in which they are participating.	Temporary	Retain for 7 years after last action or expiry of agreement.
1.12.6	<p><b><i>Training and services - talent search athletes</i></b></p> <p>Records relating to training and services provided to athletes participating in talent search projects, including medical screening, injury reporting and treatment, performance records, and individual training curriculums.</p>	Temporary	Retain for 7 years after last action or until the athlete has reached the age of 25 years, whichever is the later.

## 2. COMMUNITY DEVELOPMENT

*The function of fostering the development of urban, regional, rural and remote communities through the provision of advice, and by providing funding for items and programs of a non-capital nature. Includes initiatives and programs designed to help regional bodies, sport and recreation organisations, indigenous and other organisations to improve their skills and services. Also includes collaboration with other organisations and community groups to achieve positive outcomes; official representation at community events; and bidding for, negotiating and hosting premier events and sporting centres of excellence.*

See General Retention and Disposal Schedule for Administrative records for records relating to:

- Advice
- Committees
- Conferences
- Evaluation
- Meetings
- Planning
- Reporting
- Reviewing.

Reference	Description of records	Status	Disposal action
2.1	<p><b>EVENTS</b></p> <p><i>The activity of arranging and managing festivities to honour a particular occasion; or a formal act performed for a special occasion. Includes celebrations and ceremonies associated with bestowing honours, awards or prizes. Also includes social occasions conducted or attended to enhance internal or external relationships.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to events.</i></p>		
2.1.1	<p><b>Premier events</b></p> <p>Records relating to hosting premier sporting and recreational events in Queensland such as the Indy car race. Includes bids, negotiations, supporting documentation including</p>	Temporary	Retain for 7 years after last action.

Reference	Description of records	Status	Disposal action
	correspondence, contracts, submissions, briefings and reports. <i>See General Retention and Disposal Schedule for Administrative Records for records of historical events.</i>		
2.2	<p><b>FUNDING ADMINISTRATION</b></p> <p><i>The activity of providing funding to external organisations, individuals and key sector groups for projects that align with Government priorities and the Government does not receive any entitlements (unlike sponsorships). Full accountability of funds is required of the recipient and there is an obligation to ensure that the funds will be used for the purpose for which they have been allocated. Includes provision and administration of State or Commonwealth grants and subsidies paid to external organisations and individuals. Also includes the application for and receipt of funds, fund offers, agreements or contracts, release notifications, progress reports and fund acquittals.</i></p>		
2.2.1	<p><b><i>Applications - successful</i></b></p> <p>Records related to administration of grants and financial assistance under a range of funding programs, to external individuals and organisations by the agency. Includes applications, assessments, moderation, offers, approvals, agreements, file notes, release notifications, progress reports, summaries of collections, fund acquittals, requests for change of scope or extension of time, requests for return of unexpended funds, and debt recovery letters.</p>	Temporary	Retain for 7 years after last action.
2.2.2	<p><b><i>Applications - unsuccessful</i></b></p> <p>Records relating to unsuccessful applications for grants and financial assistance from the agency.</p>	Temporary	Retain for 2 years after last action.
2.3	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of professional associations; and general contact with clients that is not covered by more specific activities.</i></p>		

Reference	Description of records	Status	Disposal action
2.3.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.
2.4	<p><b>PUBLIC FITNESS PROMOTION</b></p> <p><i>The activity of administering schemes to provide organised activities to members of the public and holding events for exercise, relaxation and enjoyment. Includes development of programs for specific groups, such as school children or senior citizens, as well as activities provided across public facilities such as swimming pools, libraries, community halls, sports centres and arts and cultural centres.</i></p>		
2.4.1	Records relating to development and delivery of get active programs to community and individuals to encourage participation in fitness activities. Includes research material, project plans, literature reviews, submissions and briefs, strategy documents, approvals, hand-outs and promotional material, and routine correspondence.	Temporary	Retain for 5 years after program ceases.
2.5	<p><b>SPONSORING</b></p> <p><i>The activity of providing sponsorships to external organisations, key sector groups and individuals for initiatives that align with Government priorities and link to the organisation's core activities and programs, and for which the Government receives entitlements (different to funding for projects). Full accountability of funds is required of the recipient and there is an obligation to ensure that the funds will be used for the purpose for which they have been allocated.</i></p>		
2.5.1	<p><b>Successful proposals</b></p> <p>Records relating to the administration of sponsorships provided by the agency. Includes sponsorship proposals, review notes, approval briefs, sponsorship agreements, fund acquittals, and review records.</p>	Temporary	Retain for 7 years after last action.
2.5.2	<p><b>Unsuccessful proposals</b></p> <p>Records relating to unsuccessful sponsorship proposals.</p>	Temporary	Retain for 2 years after last action.
2.6	<p><b>TRAINING SERVICES</b></p> <p><i>The activity of coordinating, preparing or providing education, training, seminars, workshops and information and awareness sessions</i></p>		

Reference	Description of records	Status	Disposal action
	<i>to external organisations and individuals to improve their knowledge and skills and build and develop individual, organisational and community capacity. Includes development of competency standards and providing customised and regional training and involvement in joint continuing education with other service providers.</i>		
2.6.1	Records relating to training, educational and informational seminars, workshops and programs conducted on a range of issues to provide clients and the community with better information and skills. Includes training materials, flyers and promotional material, hand-outs, speaker information, administrative arrangements, attendance lists, evaluation forms and supporting documentation and correspondence, etc	Temporary	Retain for 5 years after last action.

### 3. EXTERNAL RELATIONS

*The function of managing formal and informal relationships between the agency and external organisations, both within Government and in the general community, that are not included in other core business functions. Includes the agency's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments. Also includes social and other events involving participation by community members; delivery of speeches and presentations; official representation at functions; and participation in other community activities. Includes informal relationships with professional bodies and industry.*

*See General Retention and Disposal Schedule for Administrative Records for other related record classes.*

Reference	Description of records	Status	Disposal action
3.1	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of professional associations; and general contact with clients that is not covered by more specific activities.</i></p>		
3.1.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.
3.2	<p><b>PRESENTATIONS</b></p> <p><i>The activity of preparing and giving presentations, speeches and/or addresses for training, professional, external relations or sales purposes. Includes speeches and multi-media presentations.</i></p>		
3.2.1	Records relating to speeches, presentations etc made by agency staff at conferences and seminars, for training and capacity development purposes and at special events. Includes multimedia presentations, speech notes, etc	Temporary	Retain for 5 years after last action.

## 4. FACILITIES MANAGEMENT

*The function of managing local sporting and recreational buildings or land, owned, rented or leased. Includes capital improvements, fitting-out, managing, maintaining, protecting and disposing of facilities, as well as the removal of pollutants and waste, inspecting and reporting on unsafe property and implementing fire drills within the facilities. Also includes bookings and administrative arrangements for Active Recreation Centres and Queensland Academy of Sport facilities.*

*See General Retention and Disposal Schedule for Administrative records for records relating to:*

- *Advice*
- *Construction*
- *Contracting*
- *Disposal*
- *Enquiries*
- *Insurance*
- *Leasing*
- *Maintenance*
- *Meetings*
- *Planning*
- *Procedures*
- *Purchasing*
- *Reporting*
- *Security*
- *Tendering.*

Reference	Description of records	Status	Disposal action
4.1	<p><b>AGREEMENTS</b></p> <p><i>The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes Protocols, Memoranda of Understanding (MOU) and formal signed agreements, excluding service agreements and leases, enforceable by law. See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to agreements.</i></p>		
4.1.1	Active Recreation Centre booking forms containing signed agreements to terms, conditions and disclaimers, and medical forms for applicants.	Temporary	Retain for 7 years after last action.
4.2	<p><b>ARRANGEMENTS</b></p> <p><i>The activity of making arrangements. Includes preparing travel itineraries, authorisations, entitlements, etc and arranging domestic and overseas travel. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to arrangements.</i></p>		
4.2.1	Records relating to routine management of bookings and reservations for Active Recreation Centres. <i>See also 4.1.1 for ARC booking forms and 4.4.1 for the camps booking system.</i>	Temporary	Retain until reference ceases.
4.3	<p><b>CLAIMS</b></p> <p><i>The process of administering and managing payments sought as compensation for injury, death, or denial of rights of a person; damage to or destruction of property; resumption of land or property; or for any actions of Government employees where those actions result in a compensable claim. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to claims.</i></p>		
4.3.1	Records relating to claims against the agency for injuries or personal loss or damage incurred by members of the public while using agency owned or leased and operated	Temporary	Retain for 7 years after claim has been



Reference	Description of records	Status	Disposal action
	facilities.		settled.
4.4	<p><b>DAT A ADMINISTRATION</b></p> <p><i>The activity of maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries, metadata and the application of vital records and business continuity plan objectives to safeguard against data loss or corruption. Also includes migration of records across systems and platforms, while maintaining the records' authenticity, integrity, reliability and usability.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to data administration.</i></p>		
4.4.1	Data held in Camps Booking System.	Temporary	Retain for 5 years after system superseded.
4.4.2	Client contact information maintained in agency databases.	Temporary	Retain until reference ceases.
4.5	<p><b>INSPECTIONS</b></p> <p><i>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives. See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to inspections.</i></p>		
4.5.1	<p><b>Facilities</b></p> <p>Records relating to inspections of facilities owned or leased and operated by the agency, including fire and building safety inspections and pest inspections etc.</p>	Temporary	Retain for 7 years after last action.
4.6	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of</i></p>		

Reference	Description of records	Status	Disposal action
	<i>professional associations; and general contact with clients that is not covered by more specific activities.</i> <i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to liaison.</i>		
4.6.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.

## 5. INFRASTRUCTURE DEVELOPMENT

*The function of supporting, funding and encouraging the development of State-based infrastructure such as built and natural venues and other works such as cycle ways, gymnasiums, ablution blocks etc., constructed for public use or enjoyment and financed in whole or in part through grant programs. Includes financial assistance for upgrade to, or construction of, privately owned and/or operated sporting and recreation clubs and venues.*

See General Retention and Disposal Schedule for Administrative records for records relating to:

- *Advice*
- *Committees*
- *Conferences*
- *Enquiries*
- *Evaluation*
- *Marketing*
- *Meetings*
- *Planning*
- *Procedures*
- *Reporting*
- *Tendering.*

Reference	Description of records	Status	Disposal action
5.1	<p><b>FUNDING ADMINISTRATION</b></p> <p><i>The activity of providing funding to external organisations, individuals and key sector groups for projects that align with Government priorities and the Government does not receive any entitlements (unlike sponsorships). Full accountability of funds is required of the recipient and there is an obligation to ensure that the funds will be used for the purpose for which they have been allocated. Includes provision and administration of State or Commonwealth grants and subsidies paid to external organisations and individuals. Also includes the application for and receipt of funds, fund offers, agreements or contracts, release notifications, progress reports and fund acquittals.</i></p>		

Reference	Description of records	Status	Disposal action
5.1.1	<p><b><i>Applications - successful</i></b></p> <p>Records related to administration of grants and financial assistance under a range of funding programs, to external individuals and organisations by the agency. Includes applications, assessments, moderation, offers, approvals, agreements, file notes, release notifications, progress reports, summaries of collections, fund acquittals, requests for change of scope or extension of time, requests for return of unexpended funds, and debt recovery letters.</p>	Temporary	Retain for 7 years after last action.
5.1.2	<p><b><i>Applications - unsuccessful</i></b></p> <p>Records relating to unsuccessful applications for grants and financial assistance from the agency.</p>	Temporary	Retain for 2 years after last action.
5.2	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of professional associations; and general contact with clients that is not covered by more specific activities.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to liaison.</i></p>		
5.2.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.
5.3	<p><b>TRAINING SERVICES</b></p> <p><i>The activity of coordinating, preparing or providing education, training, seminars, workshops and information and awareness sessions to external organisations and individuals to improve their knowledge and skills and build and develop individual, organisational and community capacity. Includes development of competency standards and providing customised and regional training and involvement in joint continuing education with other service providers.</i></p>		
5.3.1	Records relating to training, educational and informational seminars, workshops and programs conducted on a range of issues to provide clients and the community with	Temporary	Retain for 5 years after last action.

Reference	Description of records	Status	Disposal action
	better information and skills. Includes training materials, flyers and promotional material, hand-outs, speaker information, administrative arrangements, attendance lists, evaluation forms and supporting documentation and correspondence, etc		

## 6. MARKETING & COMMUNICATIONS MANAGEMENT

*The function of establishing rapport with the community and raising and maintaining the agency's broad public profile through its marketing, communications and public affairs activities. Includes development of communication strategies; producing marketing collateral such as brochures, posters, corporate clothing, merchandise, banners and display material; management of the agency's intranet and internet; coordinating the agency's participation at events, preparing briefs, speeches, media releases and presentations, and media monitoring and reporting. Also includes handling general public reaction and feedback about the agency.*

*See General Retention and Disposal Schedule for Administrative records for records relating to:*

- *Committees*
- *Corporate Style*
- *Distribution*
- *Events*
- *Intellectual Property*
- *Marketing*
- *Media Relations*
- *Meetings*
- *Planning*
- *Public Reaction*
- *Publishing*
- *Visits.*

Reference	Description of records	Status	Disposal action
6.1	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of professional associations; and general contact with clients that is not covered by more specific activities.</i></p> <p><i>See also General Retention and Disposal Schedule for Administrative Records for additional record classes relating to liaison.</i></p>		
6.1.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.
6.2	<p><b>MEDIA MONITORING</b></p> <p><i>The process of monitoring media coverage of issues that are of interest to the Department, reporting any significant issues that may impact on the Department and analysing associated trends.</i></p>		
6.2.1	Records relating to analysis and reporting of trends in the media, and notifications of issues of current significance to the agency.	Temporary	Retain for 1 year after last action.
6.3	<p><b>PRESENTATIONS</b></p> <p><i>The activity of preparing and giving presentations, speeches and/or addresses for training, professional, external relations or sales purposes. Includes speeches and multi-media presentations.</i></p>		
6.3.1	Records relating to speeches, presentations etc made by agency staff at conferences and seminars, for training and capacity development purposes and at special events. Includes multimedia presentations, speech notes, etc	Temporary	Retain for 5 years after last action.

## 7. STRATEGIC POLICY & LEGISLATION SERVICES

*The function of researching, developing, coordinating, leading, and evaluating strategic policy and legislation regarding sport, recreation and major events; delivering policy, legislation, research, evaluation, demographic analysis and forecasting projects; providing advice and administering the Department's legislation. Includes leading strategic, whole of Department and whole of Government approaches, and collaborating with line areas of the Department and with other Government agencies and stakeholders. Includes ensuring the Department is the lead government agency to coordinate and lead sport, recreation and major event strategic policy to deliver improved governance and healthy, sustainable communities.*

See General Retention and Disposal Schedule for Administrative records for records relating to:

- *Committees*
- *Enquiries*
- *Inquiries*
- *Legislation*
- *Meetings*
- *Policy*
- *Standards.*

Reference	Description of records	Status	Disposal action
7.1	<p><b>LIAISON</b></p> <p><i>The activity of maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions; membership of professional associations; and general contact with clients that is not covered by more specific activities.</i></p>		
7.1.1	Records documenting routine liaison activities with external organisations, Government agencies and other public authorities, including exchanges of information.	Temporary	Retain for 2 years after last action.
7.2	<p><b>PRESENTATIONS</b></p> <p><i>The activity of preparing and giving presentations, speeches and/or addresses for training, professional, external relations or sales purposes. Includes speeches and multi-media presentations.</i></p>		



Reference	Description of records	Status	Disposal action
7.2.1	Records relating to speeches, presentations etc made by agency staff at conferences and seminars, for training and capacity development purposes and at special events. Includes multimedia presentations, speech notes, etc	Temporary	Retain for 5 years after last action.
7.3	<p><b>TRAINING SERVICES</b></p> <p><i>The activity of coordinating, preparing or providing education, training, seminars, workshops and information and awareness sessions to external organisations and individuals to improve their knowledge and skills and build and develop individual, organisational and community capacity. Includes development of competency standards and providing customised and regional training and involvement in joint continuing education with other service providers.</i></p>		
7.3.1	<p><b><i>Training and information sessions - major policy &amp; legislation changes</i></b></p> <p>Records relating to external training and information sessions on major policy and legislation changes.</p>	Temporary	Retain for 5 years after last action.