

ELECTORAL COMMISSION OF QUEENSLAND RETENTION AND DISPOSAL SCHEDULE

Authorised 4 November 2025

An authorisation under s.20 of the *Public Records Act 2023* for the disposal of public records of the Electoral Commission of Queensland, the Queensland Redistribution Commission and the Local Government Change Commission.

Where printed, this reproduction is only accurate at the time of printing.

Please refer to the [Queensland Government \(For Government\) website](#) for the current, authorised version.

Using this schedule

The *Electoral Commission of Queensland retention and disposal schedule* (the Schedule) authorises the disposal of public records – which can include data and information – made, received or kept by the:

- Electoral Commission of Queensland
- Queensland Redistribution Commission
- Local Government Change Commission (Change Commission).

Unless otherwise specified or excluded in the scope of the disposal authorisation, this Schedule applies to public records created or received in any format including, but not limited to, paper and electronic records. Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS) and the [General retention and disposal schedule – Lite](#) (GRDS Lite). Disposal authorisations in the Common Activities section of the GRDS and the GRDS Lite may be applied to any function undertaken by the public authority provided the minimum retention period meets all of the specific regulatory requirements of the public authority.

The Electoral Commission of Queensland is the responsible public authority for the Schedule. In the event of an administrative change, or the transfer of a function from one public authority to another, this Schedule will continue to apply to the public records described by the Schedule. For further advice on authorised retention and disposal schedules following administrative change, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government \(For Government\) website](#).

Repealed retention and disposal schedules must not be used to dispose of public records. Repealed schedules include:

- QDAN497 v.2
- QDAN497 v.1

It is the responsibility of the public authority to remove repealed retention and disposal schedules from use and maintain the current approved Schedule within their business practices and systems.

When this schedule should not be used

It is an offence under the *Criminal Code Act 1899* (s.129) if ‘a person who, knowing something is or may be needed in evidence in a judicial proceeding, damages it with intent to stop it being used in evidence’. A duty of care exists for public authorities to ensure public records are not disposed of which may be needed in evidence for a judicial proceeding, including any legal action or a Commission of Inquiry. Internal processes should be implemented to meet this obligation, which may include consultation with your legal or Right to Information area.

Schedule layout

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

Disposal

This Schedule provides authorisation by the State Archivist for the disposal of public records as required under the *Public Records Act 2023*. No further notification of the disposal of public records by your public authority to Queensland State Archives is required. Approval from the Chief Executive, or their authorised delegate, of your public authority is required prior to the disposal of public records. Disposal must also be appropriately documented in accordance with any mandatory standards issued by the State Archivist, and must have regard to any policies (e.g. [Records governance policy](#)) issued by the State Archivist, and may have regard to any guidelines issued by the State Archivist.

Any disposal of public records without authorisation from the State Archivist may be a breach of s.23 of the *Public Records Act 2023*.

Further information

More information on implementing retention and disposal schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this Schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government \(For Government\) website](#).

Approved by Acting State Archivist: Rachael Rangihaeata

Date: 4 November 2025

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ELECTORAL BOUNDARIES MANAGEMENT

Reviewing and managing the State and Local Government electoral boundaries in Queensland.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
BOUNDARY REVIEWING <i>Assessing and reviewing State electoral boundaries, Local Government internal and external electoral boundaries, and the composition of Local Governments.</i> <i>See the General retention and disposal schedule (GRDS) for background research records such as copies of reports, publications or working documents that are not required for determinations.</i>			
1976	<i>Electoral boundary maps</i> Master set of maps of State and Local Government electoral boundaries.	Permanent. Transfer to QSA after business action completed.	14 December 2017
1977	<i>Local Government boundary review determinations</i> Records relating to the assessment and review of internal and external Local Government boundaries and the composition of Local Governments, including Brisbane City Council, by the Change Commission. Records may include, but are not limited to: • notices of the results of a Local Government's review of the proportion of electors in its divisions/wards • scope of the review e.g. proposals from the Minister for a Local Government change • Commission meeting agenda, minutes and tabled reports • applications from the Council, Minister or Commission to review internal or external boundary • written directions from the Minister to the Change Commission to conduct its assessment of a proposed Local Government or boundary change in a particular way • submissions from any Local Government that would be affected by the proposed boundary change	Permanent Transfer to QSA after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• suggestions, comments and determination of proposed alterations to Local Government internal and external boundaries • analysis and reasoning for proposed alterations to distribution of the State electorates • notices of the results of the Change Commission's assessment • recommendations to the Governor in Council to implement the Change Commission's assessment. <i>See the General retention and disposal schedule (GRDS) for records relating to the Annual Report which includes reports on the Change Commission's operations during each financial year.</i>		
1978	State Electoral redistribution determinations Records relating to the redistribution of State electoral boundaries by the Queensland Redistribution Commission. Records may include, but are not limited to: • appointment of members of the Commission by the Governor in General • scope of redistribution and the role of members of the Commission • Commission meeting agenda, minutes and tabled documents • suggestions, objections, comments and determination of proposed alterations • analysis and reasoning for proposed alterations to distribution of the State electorates • notices of the proposed and final redistribution • map(s), names and descriptions of boundaries for proposed and final electoral districts, and reasons for redistributing the State in that way • records for display and inspection • reports submitted to the Minister. <i>See the General retention and disposal schedule (GRDS) for copies of suggestions, comments, information made available for public inspection, objections and notices.</i>	Permanent Transfer to QSA after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CONSULTATION <i>Consulting with key stakeholders and the general public on changes to electoral boundaries as part of formal redistributions or boundary reviews undertaken by the Commission as the Queensland Redistribution Commission or the Local Government Change Commission.</i>			
1979	Local Government boundary reviews Records relating to managing consultation with key stakeholders and the general public on changes to Local Government electoral boundaries, including Brisbane City Council electoral ward boundaries, as undertaken by the Change Commission. Records may include, but are not limited to: • arrangements for meetings and public hearings • scheduling of meetings • notices of public submission dates and inquiry dates.	8 years after business action completed.	14 December 2017
1980	State electoral redistributions Records relating to managing consultation with key stakeholders and the general public on changes to State electoral boundaries as part of redistributions undertaken by the Queensland Redistribution Commission. Records may include, but are not limited to: • invitations for suggestions, comments and objections to the redistribution and proposed changes • notices of availability of objections and comments for public inspection • arrangements for meetings and public hearings • scheduling of meetings • notices of public submission dates and inquiry dates.	8 years after business action completed.	14 December 2017

ELECTORAL EVENT MANAGEMENT

Managing electoral events such as State and Local Government elections, by-elections and referenda conducted by the Commission.

See [*INDUSTRIAL ELECTION MANAGEMENT*](#) for records relating to the conduct of elections for industrial organisations and proposed amalgamation or withdrawal ballots.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ADMINISTRATIVE ARRANGEMENTS <i>Planning and performing administrative arrangements for the conduct of electoral events by the Commission.</i> <i>See the <i>General retention and disposal schedule</i> (GRDS) for records relating to:</i> <i>acquisition, maintenance and disposal of equipment</i> <i>advertising</i> <i>advice provided by call centres</i> <i>production of materials</i> <i>hiring and leasing of facilities</i> <i>recruitment, training and payment of personnel</i> <i>security arrangements.</i>			
1981	<i>Referendum arguments</i> Records relating to the receipt and distribution of arguments for or against a referendum Bill or question in accordance with the <i>Referendums Act 1997</i> . Records may include, but are not limited to: - referendum arguments received from members of the Legislative Assembly - pamphlets containing referendum arguments posted to electors.	Permanent. Transfer to QSA after business action completed.	14 December 2017
2797	<i>Arrangements for electoral events</i> Records relating to the administrative and logistical arrangements for the conduct of electoral events by the Commission. Records may include, but are not limited to: call centre arrangements	Until completion of subsequent quadrennial electoral event.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- polling booth and declared institution arrangements - pre-poll voting centre arrangements including interstate and overseas centres - office accommodation provided to returning officers - results centre/tally room arrangements - declarations, notices and timetables issued in relation to electoral events - supply and distribution of electoral materials and equipment.		
AUTHORISATION <i>Issuing and returning writs authorising the Commission to conduct electoral events (including referenda).</i>			
1983	<i>Writ correspondence files</i> Records relating to the issue and return of writs for State elections and referenda. Records may include, but are not limited to: - copies of the writs for State elections and referenda - copies of the Bills or statements of questions attached to referenda writs - copies of the results of electoral events that are annotated on the writ - correspondence between the Commission and the Governor of Queensland or the Speaker of the Legislative Assembly in relation to the issue and return of writs.	Permanent. Transfer to QSA after business action completed.	14 December 2017
1984	<i>Election writs – issued by the Governor</i> Writs to conduct a State election issued to the Commission by the Governor of Queensland in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to: name of each elected candidate annotated on the writ by the Commission.	Until finalisation of election results and then return to the Governor of Queensland.	14 December 2017
1985	<i>Election writs – issued by the Speaker</i> Writs to conduct a State election issued to the Commission by the Speaker of the Legislative Assembly in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to: name of each elected candidate annotated on the writ by the Commission.	Until the finalisation of election results and then return to the Speaker of the Legislative Assembly.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
1986	Referenda writs Writs to conduct a referendum issued to the Commission by the Governor of Queensland in accordance with the <i>Referendums Act 1997</i>. Records may include, but are not limited to: total number of yes and no votes, and whether the referendum has been approved by a majority of electors, annotated on the writ by the Commission.	Until the finalisation of referendum results and then return to the Governor of Queensland.	14 December 2017
CANDIDATE NOMINATION AND LIAISON <i>Liaising with candidates and regulating nomination procedures for elections.</i>			
1987	Ballot paper draws Records relating to the conduct of ballot draws for candidates' positions on ballot papers. Records may include, but are not limited to: - notices of the time, day and place for ballot draws - results of ballot draws.	Until issue of writ for next election.	14 December 2017
2798	Candidate nominations Records relating to the nomination of candidates for elections. Records may include, but are not limited to: - notices stating the nomination day and inviting nominations of candidates - nominations for candidates and supporting documents - nomination certificates given to nominated persons by the returning officer - notices that a person is not properly nominated - notices of withdrawal of candidates' nominations - notices of the names of all persons properly nominated for their electoral district - records of the membership of groups of candidates - notices of appointment of scrutineers for candidates - notices where candidates are endorsed or disendorsed by a political party. <i>See the General retention and disposal schedule (GRDS) for the management of financial records relating to the payment and refund of candidate nomination fees.</i>	Until completion of subsequent quadrennial electoral event.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2799	Contact with candidates Records relating to the Commission's contact with nominated candidates for electoral events. Records may include, but are not limited to: • copies of the electoral roll distributed to candidates • notices given to candidates regarding pre-poll and polling booth arrangements • notices given to candidates regarding the final result of the poll.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2800	How-to-vote cards Records relating to the lodgement and distribution of how-to-vote cards by candidates for elections. Records may include, but are not limited to: • requests from candidates for distribution of how-to-vote cards at mobile polling booths • lodgements of how-to-vote cards with the Commission • statutory declarations relating to any financial contribution received in relation to the production of how-to-vote cards • reasons for the Commission's rejection of how-to-vote cards.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2801	Register of candidates Records relating to the Register of candidates which is to be kept in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • entries containing the information, and a summary of the content of any statement, set out in candidates' nominations • applications from candidates to have the register entries corrected.	Until completion of subsequent quadrennial electoral event.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ELECTORAL OFFENCES AND ENFORCEMENT <i>Ensuring that electoral events are conducted in accordance with legislation including the issuing of penalties for infringements (such as failure to vote). See the General retention and disposal schedule (GRDS) for financial records relating to payment of penalties.</i>			
1992	Disputes Records relating to the dispute of electoral events conducted by the Commission. Records may include, but are not limited to: • applications to dispute an election or referendum which are filed by the Commission • copies of applications to dispute an election or referendum which are not filed by the Commission • orders from the Court of Disputed Returns requiring the Commission to give specific documents and other things held in relation to an election or referendum • notices of proceedings to be commenced • applications by the Commission to the Court for an order dismissing the application disputing the election or referendum due to excessive delay • copies of the Court of Disputed Returns' final orders • notices of appeals to a decision or order made by the Court of Disputed Returns • applications by the Commission to the Court for an order dismissing the appeal due to excessive delay • copies of the Court Appeal's final orders.	Permanent. Transfer to QSA after business action completed.	14 December 2017
1993	Injunctions Records relating to injunctions made by electors, candidates in an election, members of the Legislative Assembly, or the Commission. Records may include, but are not limited to: • applications for injunctions made to the Supreme Court by the Commission.	Permanent. Transfer to QSA after business action completed.	14 December 2017
2802	Non-voters and multi-voters – offence histories Offence histories relating to: • non-voter activities for elections and referenda	100 years from date of birth.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	activities involving voters who potentially voted more than once in an election or referenda event. See <i>Non-voters and multi-voters—notices and correspondence</i> for supporting documentation relating to non-voter and multi-voter offences. See <i>Other penalties</i> for the management of records relating to other penalties issued under relevant legislation.		
2803	Non-voters and multi-voters – notices and correspondence Notices, correspondence and other supporting records relating to: - non-voter activities for elections and referenda, or - activities involving voters who potentially voted more than once in an election or referenda event. Records may include, but are not limited to: - notices issued to, and received from: - electors who appear to have failed to vote - electors who appear to have voted more than once - correspondence - investigation records. See <i>Non-voters and multi-voters—offence histories</i> for the management of offence histories. See <i>Other penalties</i> for the management of records relating to other penalties issued under relevant legislation.	50 years after business action completed.	4 November 2025
2804	Other penalties Records relating to penalties imposed in accordance with the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i> other than those issued in relation to non-voter or multi-voter activities. Records may include, but are not limited to: correspondence regarding offences, including liaison with Queensland Police Service (QPS)	Until completion of second subsequent quadrennial electoral event OR Until court action is finalised, whichever is longer.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• investigation reports • legal advice regarding possible breaches of the Acts • notification of outcomes • penalties issued for failing to comply with funding and disclosure, signage, or other offences administered and enforced by the Commission. <i>See <u>Non-voters and multi-voters—offence histories</u> and <u>Non-voters and multi-voters—notices and correspondence</u> for the management of other records relating to non-voter and multi-voter activities for elections and referenda.</i>		
VOTING <i>Managing voting processes involved in the conduct of electoral events by the Commission including the issuing of ballot papers to electors, counting, compiling and declaring results, packaging and storing voting materials, and reporting on electoral conduct.</i>			
1996	<i>Electoral district results</i> Records relating to the counting, recording and notifying of results of elections and referenda for each electoral district. Records may include, but are not limited to: • statements of preliminary and official vote counts, including first and other preference votes for candidates, and numbers of informal ballot papers for an election • statements of the number of yes votes, no votes and informal ballot papers for a referendum • notices of the names of candidates elected for each electoral district • notices of the total numbers of yes votes and no votes for a referendum.	Until issue of writ for next electoral event.	14 December 2017
1997	<i>Electronically assisted voting procedures</i> Records relating to procedures for the use of electronically assisted voting for electoral events e.g. telephone voting to assist blind and low vision electors. Records may include, but are not limited to: • written procedures for electronically assisted voting	Until issue of writ for next electoral event.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- records kept of each elector who uses electronically assisted voting - publications of the Commissioner's decision to not use electronically assisted voting. See Electronic voting for records relating to research and development in the use of electronically assisted voting.		
1998	Postal voting and electoral visitor voting Records relating to arrangements for postal voting and electoral visitor voting for electoral events. Records may include, but are not limited to: - requests for postal votes or electoral visitor votes from electors - written instructions on how to cast a postal vote - records of all postal voters and electoral visitor voters for an electoral event.	Until issue of writ for next electoral event.	14 December 2017
2805	Returning Officer and polling staff reports Records relating to reports from Returning Officers and polling staff on the conduct of electoral events. Records may include, but are not limited to: - records kept of all persons issued ballot papers and declaration envelopes for an electoral event - records kept of objections by scrutineers to the entitlement of a person to vote - certifications that declaration envelopes have been signed by electors concerned - declaration forms from electors for replacement ballot papers - records of each person to whom replacement ballot papers are given - reconciliation statements for all ballot papers given out and all votes put into ballot boxes at a polling booth - notices of all persons permitted to vote at an election whose names were not on the voters' roll, apparently because of official error.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2000	Local Government election voting materials Voting materials resulting from Local Government elections required to be kept in accordance with the <i>Local Government Electoral Act 2011</i>.	Until the next quadrennial election after notice of the final result is given.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records may include, but are not limited to: • formal and informal used ballot papers • declaration envelopes (accepted and rejected) • electors' declarations that have been removed from declaration envelopes • defaced ballot papers and remains of destroyed ballot papers • books and papers (other than the voters roll) of each presiding officer used in the poll • signed endorsements of parcels, and packets of parcels, of election materials.		
2001	Local Government election unused ballot papers Unused ballot papers for Local Government elections to be stored and disposed of in accordance with the <i>Local Government Electoral Act 2011</i>.	Until notice of the final result of the poll for the election.	14 December 2017
2002	State elections voting materials Voting materials resulting from State Government elections required to be kept in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • ballot papers showing a mark by an elector for the election • certified copies of electoral rolls • declaration envelopes (opened and unopened).	Until day of issue of the writ for the next general election.	14 December 2017
2003	Referenda voting materials Voting materials resulting from State Government referenda required to be kept in accordance with the <i>Referendums Act 1997</i>. Records may include, but are not limited to: • ballot papers showing a mark by an elector for the referendum • certified copies of electoral rolls • declaration envelopes (opened and unopened).	2 years after the return of the writ to the Governor.	14 December 2017

ELECTORAL RESEARCH AND EDUCATION

Researching and raising awareness of electoral processes and administration in Queensland.

See the [General retention and disposal schedule \(GRDS\)](#) for records relating to community awareness, marketing and advertising.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
RESEARCH <i>Performing research into electoral matters such as the development of alternative voting systems.</i>			
2004	<i>Electronic voting</i> Records relating to research and development in the use of electronic voting systems such as eAssist, telephone voting and online voting. Records may include, but are not limited to: • recommendations from auditors about electronically assisted technology • reviews and investigations into the use of electronically assisted technology for electoral events • reports about electronically assisted voting provided to the Minister. <i>See Electronically assisted voting procedures for the use of electronically assisted voting for electoral events.</i>	Permanent. Transfer to QSA after business action completed.	14 December 2017
REVIEWS <i>Reviewing electoral administration in Queensland and other jurisdictions.</i> <i>See the General retention and disposal schedule (GRDS) for records related to reviews of internal operations of the ECQ and background research and working papers to assist in the finalisation of reviews.</i>			
2005	<i>Electoral administration reviews – Queensland</i> Records relating to reviews of electoral administration in Queensland. Including reviews conducted by the Commission after the completion of each electoral event and other external bodies. Records may include, but are not limited to:	Permanent. Transfer to QSA after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• final evaluation report • final statistical returns booklets. <i>See the General retention and disposal schedule (GRDS) for records relating to the Annual Report.</i>		
2006	<i>Electoral administration reviews – other jurisdictions</i> Records relating to reviews of electoral administration in other jurisdictions. Records may include, but are not limited to: • annual reports • evaluations and parliamentary reviews received from interstate electoral commissions.	5 years after business action completed or until reference ceases, whichever is longer.	14 December 2017

ELECTORAL ROLL MANAGEMENT

Managing the electoral roll and the enrolment of electors in accordance with the Electoral Act 1992 and the Local Government Electoral Act 2011.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ACCESSIBILITY <i>Producing, distributing and providing access to electoral roll information including copies of the electoral roll in printed and non-printed formats.</i> <i>See the General retention and disposal schedule (GRDS) for records relating to the printing of electoral rolls, fees for distribution of electoral rolls, and general enquiries or complaints concerning electoral rolls and enrolment.</i>			
2007	<i>Accessibility of electoral roll information</i> Records relating to the production, distribution and availability of electoral roll information. Records may include, but are not limited to: • enrolment confirmation letters • records relating to the distribution of copies of the electoral roll • requests for searches of the electoral roll. <i>See Electoral rolls for the set of electoral event rolls.</i>	4 years after business action completed.	14 December 2017
ENROLMENT <i>Maintaining electors' details on the electoral roll including liaison with the Australian Electoral Commission (AEC) in relation to the maintenance of joint electoral rolls. Includes the adding, maintaining and removing of electors to and from the electoral roll.</i> <i>See the General retention and disposal schedule (GRDS) for records relating to agreements between the Commission and the Australian Electoral Commission (AEC) to maintain a joint electoral roll between the Commonwealth and Queensland.</i>			
2008	<i>Electoral rolls</i> Set of electoral event rolls for each State electoral district. The Electoral roll contains: • surname and given name, address • number of persons entitled to be enrolled for the electoral district.	Permanent. Transfer to QSA after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <u>State elections voting materials</u> and <u>Referenda voting materials</u> for certified copies of the electoral roll used for electoral and referenda events.		
2009	Enrolment of MPs in other electoral districts Records relating to the enrolment of Members of Parliament (MPs) in State electoral districts other than the districts in which they live in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • applications for transfer of enrolment received from MPs • requests to the AEC to action enrolment transfers.	Permanent. Transfer to QSA after business action completed.	14 December 2017
2010	Enrolment information from other Government entities Records relating to the receipt of enrolment information by the Commission from other government entities. Records may include, but are not limited to: • requests to other government entities for enrolment information, such as the surname, given names, address, sex, occupation and date of birth of persons entitled to be enrolled • requests to the chief executive (Corrective Services) for information about persons who are serving sentences of imprisonment • enrolment information received from other government entities and the chief executive (Corrective Services).	2 years after business action completed.	14 December 2017
2011	Australian Electoral Commission (AEC) forms Enrolment forms that are received by the Commission and forwarded to the Australian Electoral Commission (AEC) for processing. Records may include, but are not limited to: • applications for enrolment • notifications of change to electors' enrolment details • notifications of death of electors • objections against the enrolment of a person • requests for removal of electors from the electoral roll	Transfer to the Australian Electoral Commission (AEC).	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	requests to be enrolled as a silent elector.		
2806	Continuous roll update activities Records relating to continuous roll update (CRU) activities undertaken by the Australian Electoral Commission (AEC). Records may include, but are not limited to: monthly reports received from the AEC about CRU activities concerning additions or amendments to the Queensland electoral roll.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2807	General postal voters' advice from Australian Electoral Commission (AEC) Records relating to the provision of advice from the AEC to the Commission on electors enrolled as general postal voters in accordance with the <i>Commonwealth Electoral Act 1918</i>. Records may include, but are not limited to: - requests to the AEC for general postal voter data - subsequent reports received by the Commission.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2808	State only enrolment Records relating to the enrolment of 'State Only' electors in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: reports on 'State Only' electors received from the AEC for each electoral event.	Until completion of subsequent quadrennial electoral event.	4 November 2025
2015	Enrolment irregularities Records relating to irregularities of electors' enrolment details such as: - assignment to incorrect State electorates or Local Government areas - duplicate enrolments - incorrect personal or address details. Records may include, but are not limited to, correspondence regarding electoral roll errors or inconsistencies with: - electors - the AEC.	Until Gazettal of next State redistribution or Local Government Boundary review, whichever occurs first.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2016	Register of special postal voters Register of special postal voters which is to be kept in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>. Records may include, but are not limited to: • applications from electors to register as a special postal voter • records relating to reviews of the Register of special postal voters.	Until completion of subsequent review of Register of special postal voters.	14 December 2017
REPORTING <i>Reporting electoral roll information in accordance with the Electoral Act 1992.</i>			
2017	Gazettal of enrolment figures Records relating to the monthly publication of enrolment figures in the <i>Queensland Government Gazette</i> in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • reports of enrolment figures received from the AEC.	Until completion of next State redistribution.	14 December 2017

FUNDING AND DISCLOSURE MANAGEMENT

Managing claims for electoral funding and the disclosure of donations and electoral expenditure by associated entities, broadcasters, candidates, donors, publishers, registered political parties and third parties.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
AGENT REGISTRATION <i>Registering agents for registered political parties, candidates and groups of candidates for the purposes of lodging claims for election expenses and disclosure returns for donations and electoral expenditure.</i>			
2018	Register of agents for registered political parties Register of agents for registered political parties which is to be kept in accordance with the <i>Electoral Act 1992</i> . The register includes: names and addresses of every person appointed to be an agent of a registered political party for election funding and financial disclosure.	Permanent. Transfer to QSA after business action completed.	14 December 2017
2019	Notifications Records relating to notifications received by the Commission in regard to agents for registered political parties, candidates and groups of candidates. Records may include, but are not limited to: - notices of appointment of an agent - notices that a person has resigned the appointment as agent - notices of the death of an agent - notices that a person has ceased to be an agent - notices revoking the appointment of an agent.	1 year after appointment is resigned, revoked or ceases.	14 December 2017
2809	Register of agents for candidates and groups of candidates Register of agents for candidates and groups of candidates which is to be kept in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i> . The register includes: names and addresses of every person appointed to be an agent of a candidate or a group of candidates in an election.	Until completion of subsequent quadrennial electoral event.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CLAIMS MANAGEMENT <i>Receiving and settling claims for reimbursement of electoral expenses.</i>			
2021	Claims Records relating to the settlement of claims from candidates and registered political parties for election expenses incurred during an electoral event. Records may include, but are not limited to: - claims for election funding and supporting documentation - records relating to payment directions specifying that election funding should be paid to the registered political party that endorsed a candidate - records relating to the Commission's decision-making on whether to accept, refuse or vary a claim and subsequent notification of the decision - records relating to amendments to claims. See the General retention and disposal schedule (GRDS) for financial records relating to the payment of claims.	Permanent. Transfer to QSA after business action completed.	14 December 2017
COMPLIANCE MANAGEMENT <i>Ensuring compliance with election funding and financial disclosure requirements and managing apparent contraventions to the legislation under the Electoral Act 1992, the Referendums Act 1997 and the Local Government Electoral Act 2011.</i>			
2810	Inspections – significant Records relating to the conduct of significant inspections for compliance with funding and financial disclosure requirements of the <i>Electoral Act 1992</i>, the <i>Referendums Act 1997</i> and the <i>Local Government Electoral Act 2011</i>. Significant inspections may be determined by a number of factors. Significant inspections are those that: - influence or make substantial changes to government policy or direction - result in a significant government project or program - make a significant contribution to the body of knowledge on a particular subject or are precedent setting	50 years after business action completed.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• have considerable economic impact (e.g. major government contracts, corporatisation of government assets) • cause public reaction or sensitivity • have a serious impact or consequence (e.g. deaths, a large case). Records may include, but are not limited to: • acknowledgments of consent to entry to a place by authorised officers • records relating to warrants for entry issued by a magistrate to authorised officers • copies of, or extracts taken from, documents by authorised officers • images or writings produced from electronic documents by authorised officers • records relating to forfeiture or seizure of a thing by authorised officers • notices requiring information to be given in relation to an offence and subsequent information received by authorised officers • records relating to damage caused in the exercise of an authorised officer's powers • written consent for an authorised officer to disclose confidential information • records relating to internal reviews to appeal decisions made by authorised officers • records relating to compliance activities undertaken by the Commission • records relating to audit activities undertaken by the Commission • audit reports prepared by the Commission regarding a significant audit of a participant in an election.		
2023	<i>Inspections – other</i> Records relating to the conduct of other inspections for compliance with funding and financial disclosure requirements. Records may include, but are not limited to: • acknowledgments of consent to entry to a place by authorised officers • records relating to warrants for entry issued by a magistrate to authorised officers • copies of, or extracts taken from, documents by authorised officers • images or writings produced from electronic documents by authorised officers • records relating to forfeiture or seizure of a thing by authorised officers • notices requiring information to be given in relation to an offence, and subsequent	7 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	information received by authorised officers • records relating to damage caused in the exercise of an authorised officer's powers • written consent for an authorised officer to disclose confidential information • records relating to internal reviews to appeal decisions made by authorised officers • records relating to compliance activities undertaken by the Commission • records relating to audit activities undertaken by the Commission • audit reports prepared by the Commission regarding an audit of a participant in an election.		
2024	Authorised officers and auditors Records relating to the appointment of authorised officers and auditors for the purpose of dealing with compliance issues relating to election funding and financial disclosure. Records may include, but are not limited to: • instruments of appointment of authorised officers • notices of conditions of appointment and limits of authorised officers' powers • signed notices of resignation received from authorised officers • instruments of appointment of an auditor.	7 years after appointment ceases.	14 December 2017
POLICY DEVELOPMENT PAYMENT MANAGEMENT <i>Managing policy development payments for registered political parties.</i>			
2025	Policy development payments Records relating to the management of policy development payments for registered political parties in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • requests that no policy development payment is to be made to a political party • notices withdrawing requests that no policy development payment is to be made to a political party • applications for the Commission to reconsider a decision about a policy development payment, and subsequent notification of the reconsideration decision.	7 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See the <u>General retention and disposal schedule</u> (GRDS) for financial records relating to the payment of policy development payments.		
PROHIBITED DONORS <i>Managing prohibited donors in accordance with the Electoral Act 1992 and Local Government Electoral Act 2011.</i>			
2811	Prohibited donors – register of determinations Records, data and information kept and managed as a register of determinations made by the Electoral Commission of Queensland about prohibited donors. <i>See Disposal Authorisation 2812 for the management of records, data and information used to make determinations relating to prohibited donors.</i>	Until completion of subsequent quadrennial electoral event.	4 November 2025
2812	Prohibited donors – process documents Records, data and information created or received by the Electoral Commission of Queensland for the purpose of making a determination about whether a donor is a prohibited donor in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>. Records may include, but are not limited to: • supporting documentation for determinations relating to prohibited donors • processing documents for determinations relating to prohibited donors • notifications about the outcome of the prohibited donor determination. <i>See Disposal Authorisation 2811 for the management of records, data and information kept and managed as a register of determinations about prohibited donors.</i>	2 years after business action completed.	4 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
RETURNS MANAGEMENT <i>Managing disclosure returns submitted to the Commission in relation to donations and electoral expenditure by associated entities, broadcasters, candidates, donors, publishers, registered political parties and third parties.</i> <i>See the General retention and disposal schedule (GRDS) for records relating to general enquires concerning disclosure returns.</i>			
2026	<i>Electronic Disclosure System (EDS)</i> Summary records of biannual returns and disclosures of political contributions and gifts received and electoral expenditure incurred by candidates, groups, political parties and donors at State and Local Government elections (including election summary returns). System includes electronic applications utilised by the organisation to publish disclosure reports to the Internet. Excludes submission of funding claims. <i>See Claims Management for claims for funding.</i>	Permanent. Transfer to QSA after business action completed.	14 December 2017
2813	<i>Electoral expenditure caps</i> Records relating to electoral expenditure caps and returns managed by the Electoral Commission of Queensland in accordance with the <i>Electoral Act 1992</i> and <i>Local Government Electoral Act 2011</i> . Records may include, but are not limited to: • notice of expenditure caps for an election • notifications of expenditure caps to relevant stakeholders • any other records for activities undertaken regarding electoral expenditure caps.	50 years after business action completed.	4 November 2025
2027	<i>Biannual and election summary returns</i> Biannual and election summary returns submitted to the Commission in accordance with the <i>Electoral Act 1992</i> , <i>Local Government Electoral Act 2011</i> and <i>Referendums Act 1997</i> . Records may include, but are not limited to: • biannual and election summary returns from third parties, including publishers and broadcasters • biannual and election summary returns from agents of registered political parties	50 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• biannual and election summary returns from candidates or agents of candidates • biannual and election summary returns from financial controllers of associated entities • statements about returned gifts • records relating to amendments to returns • records relating to audit certificates for returns • copies of notices given by registered political parties to third parties alerting them of their requirement to lodge a return under the <i>Electoral Act 1992</i>, <i>Local Government Electoral Act 2011</i> and <i>Referendums Act 1997</i>.		
2028	Local Government election disclosure returns Disclosure returns submitted to the Commission in relation to a Local Government election in accordance with the <i>Local Government Electoral Act 2011</i>. Records may include, but are not limited to: • returns from candidates • returns from agents of groups of candidates • returns from third parties • records relating to amendments to returns • reminder notices from the Commission to candidates or agents of groups of candidates who are required to give a return.	50 years after business action completed.	14 December 2017
2029	State elections and referenda disclosure returns Disclosure returns submitted to the Commission in relation to a State electoral or referenda event in accordance with the <i>Electoral Act 1992</i> and the <i>Referendums Act 1997</i>. Records may include, but are not limited to: • returns from agents of candidates • returns from third parties • returns from broadcasters • returns from publishers • records relating to amendments to returns	50 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	records relating to audit certificates for returns.		
2030	<i>Local Government electoral gifts register</i> Gifts register which is to be kept in accordance with the <i>Local Government Electoral Act 2011</i>. Records may include, but are not limited to: - all returns given to the Commission under pt.6 of the <i>Local Government Electoral Act 2011</i> - applications to amend returns to correct an error or omission - particulars of the dates and times of amendments to returns - notices from persons who suspect or believe a return has an error or omission - notices of a person's suspicion or belief that a return has an error or omission, given to the person who lodged the return - statutory declarations that particulars in a return are a true record of fact - notices to persons requiring particulars to complete a return to be provided to the Commission - notices of information or particulars obtained by a person in relation to an incomplete return.	50 years after business action completed.	14 December 2017
2032	<i>Incomplete disclosure returns</i> Records relating to the processing of incomplete disclosure returns submitted to the Commission in accordance with the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i>. Records may include, but are not limited to: - notices of incomplete returns - notices to persons requiring particulars to complete a return to be provided to the Commission - notices of information or particulars obtained by a person that are required to complete a return - notices from persons who are unable to provide the particulars required to complete a return	5 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• applications for an extension of the day by which returns must be lodged.		

INDUSTRIAL ELECTION MANAGEMENT

Conducting elections for industrial organisations and proposed amalgamation or withdrawal ballots in accordance with the Industrial Relations Act 1999 and the Industrial Relations Regulation 2011.

See [ELECTORAL EVENT MANAGEMENT](#) for records relating to electoral events for State and Local Government elections, by-elections and referenda.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ADMINISTRATIVE ARRANGEMENTS AND PLANNING FOR INDUSTRIAL ELECTIONS OR BALLOTS <i>Planning and performing administrative arrangements for the conduct of industrial elections and proposed amalgamation or withdrawal ballots.</i> <i>Includes liaison with employers, employees, candidates, organisations, and the Queensland Industrial Relations Commission (QIRC).</i>			
2033	<i>Administrative arrangements</i> Records relating to the administrative arrangements and preparations for the conduct of industrial elections or ballots. Records may include, but are not limited to: • timetables and notices issued in relation to an election or ballot • records relating to nomination of candidates • notices of appointment of scrutineers • notices of appointment of an electoral officer as manager of an election or ballot • notices of applications for a ballot • notices of the Queensland Industrial Relations Commission (QIRC) approval of a ballot • copies of ballot documents received by the Commission and provided to voters, including ballot applications and schemes or scheme outlines.	5 years after business action completed.	14 December 2017
DISPUTES <i>The activity of managing the Commission's involvement in industrial elections and proposed amalgamation or withdrawal ballots where the conduct or the results of the election or ballot are challenged.</i>			
2034	<i>Disputes</i> Records relating to industrial elections or ballots where the conduct of, or challenges to,	Permanent.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	the result of the election or ballot have resulted in court proceedings. Records may include, but are not limited to: • correspondence • administration records • nominations • voters rolls.	Transfer to QSA after business action completed.	
REPORTING <i>Reporting about the conduct and results of industrial elections and proposed amalgamation or withdrawal ballots.</i>			
2036	Results Records relating to the recording, notifying and reporting of results of industrial elections and ballots. Records may include, but are not limited to: • records of the number of formal votes for an election or ballot • declarations of results for an election or ballot • election or ballot result reports • records relating to the notification of results and distribution of result reports.	5 years after business action completed.	14 December 2017
VOTING <i>Regulating voting in industrial elections and ballots.</i>			
2037	Industrial elections and proposed amalgamation or withdrawal ballots voters' rolls Records relating to the preparation of the voters' roll used by the Commission in the conduct of industrial elections and proposed amalgamation or withdrawal ballots. Records may include, but are not limited to: • rolls of voters for industrial elections or proposed amalgamation or withdrawal ballots • copies of organisations' member registers • records relating to the distribution of copies of the roll or parts of the roll • applications to have a member's name included on the roll.	5 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See Protected action ballots and voters' roll for the management of records relating to the voters' roll used in the conduct of protected action ballots.</i>		
2038	Industrial elections ballots Ballot records resulting from industrial elections required to be kept in accordance with the <i>Industrial Relations Act 1999</i>. Records may include, but are not limited to: • ballot papers • ballot envelopes and voting declarations • materials to accompany ballot papers, such as voting directions • notices from voters for voting material to be posted to an address other than the address stated on the roll • records relating to applications for duplicates of ballot documents • return envelopes received after the finishing day of an election.	1 year after completion of the election.	14 December 2017
2039	Proposed amalgamation or withdrawal ballots Ballot records resulting from proposed amalgamation or withdrawal ballots required to be kept in accordance with the Industrial Relations Regulation 2011. Records may include, but are not limited to: • ballot papers • ballot envelopes and voting declarations • materials to accompany ballot papers, such as voting directions • copies of the scheme outline, each 'yes' case, each 'no' case, and any amendments to these documents • statements telling voters where they may obtain a copy of the latest version of the scheme • notices from voters for voting material to be posted to an address other than the address stated on the roll • records relating to applications for duplicates of ballot documents • return envelopes received after the finishing day of a ballot.	1 year after completion of the ballot.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2041	<i>Union rules</i> Rules of unions used by the Commission in the conduct of industrial elections.	Until superseded.	14 December 2017

POLITICAL PARTY REGULATION

Registering political parties for electoral events and performing investigations/audits of political party preselection ballots.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
PRESELECTION BALLOT INTEGRITY MANAGEMENT <i>Investigating and auditing preselection ballots conducted by registered political parties for the selection of candidates.</i>			
2042	Audits Records relating to audits conducted by the Commission into preselection ballots of candidates of registered political parties in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to: • results of the random draw by the Commission to determine the preselection ballots to be audited • notices that a preselection ballot is to be audited, given to the political party's registered officer certifications from the registered officer that each person listed on the party membership list who voted in the ballot was eligible to vote • reports on audits of preselection ballots, provided to the Minister.	2 years after business action completed.	14 December 2017
2043	Investigations Records relating to investigations conducted by the Commission into preselection ballots of candidates of registered political parties in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to: • complaints received by the Commission about the conduct of a preselection ballot • certifications from the registered officer that each person listed on the party membership list at the time of the ballot was, or is, eligible to vote • reports on investigations of preselection ballots, provided to the Minister.	2 years after business action completed.	14 December 2017
2044	Complaints not investigated Records relating to complaints concerning preselection ballots that are not investigated by the Commission in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to:	2 years after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- complaints received by the Commission about the conduct of a preselection ballot - notices to complainants that their complaints will not be investigated.		
2045	Notifications Notices of preselection ballots lodged with the Commission by the registered officer of a political party. Records may include, but are not limited to: - notices of when a preselection ballot is to be held - notices about whether the selection of a candidate involved a preselection ballot.	2 years after business action completed.	14 December 2017
2046	Membership lists and party records Membership lists of political parties and copies of party records used during an investigation or audit of a preselection ballot of candidates in accordance with the <i>Electoral Act 1992</i>. <i>See Membership lists for lists used to verify the eligibility of political parties for registration.</i>	Until conclusion of audit or investigation process and then return to political party.	14 December 2017
REGISTRATION <i>Registering political parties for electoral events in accordance with the Electoral Act 1992.</i> <i>See the General retention and disposal schedule (GRDS) for records relating to publications and general enquires/complaints concerning the requirements for the registration of political parties.</i>			
2047	Register of political parties Records relating to the Register of political parties which is to be kept in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: - names and abbreviations of political parties - names and addresses of registered officers - names of party members who are members of the Legislative Assembly - copies of parties' constitutions - records relating to application for registration, both successful and unsuccessful - notices of nomination or revocation of registered officers' deputies	Permanent. Transfer to QSA after business action completed.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• notices of registration • records relating to cancellation of registration.		
2048	Quarterly reports Quarterly reports notifying whether or not an amendment has been made to a registered political party's constitution, including a summary of any amendments. See Register of political parties for copies of amended constitutions provided to the Commission as part of the quarterly reports.	4 years after business action completed.	14 December 2017
2049	Registration amendments Records relating to applications for amendment of the Register of political parties in accordance with the <i>Electoral Act 1992</i>. Records may include, but are not limited to: • applications to amend the Register • notices published in relation to applications to amend the Register • records relating to objections against applications to amend the Register.	3 years after business action completed.	14 December 2017
2050	Reviews of the Register of political parties Records relating to triennial reviews conducted by the Commission into registered political parties to ensure they continue to meet the eligibility criteria for registration. Records may include, but are not limited to: • certifications of membership by Members of Parliament for parliamentary parties • confirmations of the accuracy of party office holders' details. See Membership lists for lists provided to the Commission for the purposes of the review.	3 years after completion of review.	14 December 2017
2051	Membership lists Membership lists of political parties used to verify eligibility for registration. Includes lists of names and addresses of 500 members of a political party who are electors, provided to the Commission as part of: • applications for registration, in accordance with the <i>Electoral Act 1992</i> • reviews of the Register of political parties by the Commission.	Until eligibility for registration is determined and then return to political party.	14 December 2017

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>See <u>Membership lists and party records</u> for lists used during an investigation or audit of a preselection ballot of candidates.</i>		

LEGACY RECORDS

Covers legacy records of the Electoral Commission of Queensland.

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
ELECTORAL COMMISSION OF QUEENSLAND <i>Legacy records, data, and information of the Electoral Commission of Queensland that are not covered elsewhere in this Schedule.</i>				
2052	Queensland State Electoral Rolls Queensland State electoral roll microfiche dated: 6 September 1983 2 April 1992.	1983 and 1992	Permanent. Transfer to QSA after business action completed.	14 December 2017
2053	Joint Enrolment Forms/Acknowledgement Cards Records relating to joint enrolment forms and acknowledgment cards produced by the Australian Electoral Commission, including amendments.	1992–2004	60 years after business action completed.	14 December 2017
2814	Special reporting events Disclosure returns submitted to the Commission in relation to large gifts made in a special reporting period by entities (other than registered political parties, associated entities or candidates in an election) to a registered political party or an associated entity of a registered political party in accordance with the <i>Electoral Act 1992</i> . Records may include, but are not limited to, returns from: - entities that made the gifts - registered political parties to which gifts were made - associated entities of registered political parties to which gifts were made.	2015–2020	50 years after business action completed.	4 November 2025
2815	Protected action ballot conduct reports Records relating to reporting on the conduct of protected action ballots in accordance with the <i>Industrial Relations Act 1999</i> . Records may include, but are not limited to: complaints	2014–2017	5 years after business action completed.	4 November 2025

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	- copies of protected action ballot orders from the Queensland Industrial Relations Commission (QIRC) - reports provided to QIRC about the conduct of protected action ballots.			
2816	<i>Protected action ballots and voters' roll</i> Ballot and voters' roll records resulting from protected action ballots required to be kept in accordance with the <i>Industrial Relations Act 1999</i>. Records may include, but are not limited to: - rolls of voters for protected action ballots - information used to compile the roll, such as employee lists - ballot papers - ballot envelopes and voting declarations - materials to accompany ballot papers, such as voting directions - records relating to requests for replacement ballot papers.	2014–2017	1 year after completion of the election.	4 November 2025