

# Electoral Commission of Queensland retention and disposal schedule

Authorised 14 December 2017

An authorisation under s.26 of the *Public Records Act 2002* for the disposal of core business records created by the Electoral Commission of Queensland, the Queensland Redistribution Commission and the Change Commission.

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

Queensland State Archives' [website](#) should always be referred to for the current, authorised version.

## Using this schedule

The Electoral Commission of Queensland retention and disposal schedule authorises the disposal of core business records created by the Electoral Commission of Queensland, the Queensland Redistribution Commission and the Change Commission. It applies to records created in any format, unless otherwise specified in the class description.

The Electoral Commission of Queensland retention and disposal schedule can be used in conjunction with the [General retention and disposal schedule](#) (GRDS). Record classes in the Common Activities section of the GRDS can be applied to any function undertaken by the agency, provided the retention period meets all of the agency's specific regulatory requirements and there are no exclusions listed. Schedules should be reviewed at least every 5 years. Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

Any previously authorised retention and disposal schedule covering record classes described in this schedule is now superseded and previous versions should be removed from use.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

- QDAN497 v.2

## When this schedule should not be used

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

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

Records which are subject to a request for access under the *Right to Information Act 2009*, the *Information Privacy Act 2009* or any other relevant Act must not be destroyed until the action, and any applicable appeal period, has been completed.

## Schedule layout

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

## Records created before 1950

Records described in this schedule that were created before 1950 should be referred to Queensland State Archives for further appraisal before any disposal action is taken by the agency. Further information about pre-1950 records is available from the Queensland State Archives website under [Sentencing](#).

## **Disposal**

No further authorisation is required from the State Archivist for the records disposed of under this schedule. However, disposal must be appropriately documented in accordance with *Information Standard 31: Retention and Disposal of Public Records*. Approval from your CEO or authorised delegate is also required prior to disposal.

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

## **How we can help?**

More information on implementing schedules is available on the Queensland State Archives [website](#). Any enquiries about this schedule or recordkeeping should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6630 email [rkqueries@archives.qld.gov.au](mailto:rkqueries@archives.qld.gov.au).

**Approved by State Archivist:**

**Mike Summerell**

**Date: 14 December 2017**

# Contents

<b>ELECTORAL BOUNDARIES MANAGEMENT .....</b>	<b>5</b>
<b>ELECTORAL EVENT MANAGEMENT .....</b>	<b>8</b>
<b>ELECTORAL RESEARCH &amp; EDUCATION.....</b>	<b>17</b>
<b>ELECTORAL ROLL MANAGEMENT.....</b>	<b>19</b>
<b>FUNDING AND DISCLOSURE MANAGEMENT .....</b>	<b>23</b>
<b>INDUSTRIAL ELECTION MANAGEMENT.....</b>	<b>30</b>
<b>POLITICAL PARTY REGULATION .....</b>	<b>34</b>
<b>LEGACY RECORDS.....</b>	<b>38</b>

# ELECTORAL BOUNDARIES MANAGEMENT

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

Disposal Authorisation	Description of records	Retention period & trigger
<p><b>BOUNDARY REVIEWING</b></p> <p><i>Assessing and reviewing State electoral boundaries, Local Government internal and external electoral boundaries, and the composition of Local Governments.</i></p> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for background research records such as copies of reports, publications, working documents (not required for determinations).</i></p>		
1976	<p><b><i>Electoral boundary maps</i></b></p> <p>Master set of maps of State and Local Government electoral boundaries.</p>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
1977	<p><b><i>Local Government boundary review determinations</i></b></p> <p>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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notices of the results of a Local Government's review of the proportion of electors in its divisions/wards</li> <li>• scope of the review, e.g. proposals from the Minister for a Local Government change</li> <li>• Commission meeting agenda, minutes and tabled reports</li> <li>• applications from the council, Minister or Commission, to review internal or external boundary</li> <li>• 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</li> <li>• submissions from any Local Government that would be affected by the proposed boundary change</li> <li>• suggestions, comments and determination of proposed alterations to Local Government internal and external boundaries</li> <li>• analysis and reasoning for proposed alterations to distribution of the State electorates</li> <li>• notices of the results of the Change Commission's assessment</li> </ul>	<p>Permanent</p> <p>Transfer to QSA after business action completed.</p>

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• recommendations to the Governor in Council to implement the Change Commission's assessment.</li> </ul> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to the Annual Report which includes reports on the Change Commission's operations during each financial year.</i></p>	
1978	<p><b>State Electoral redistribution determinations</b></p> <p>Records relating to the redistribution of State electoral boundaries by the Queensland Redistribution Commission.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• appointment of members of the Commission by the Governor in General</li> <li>• scope of redistribution and the role of members of the Commission</li> <li>• Commission meeting agenda, minutes and tabled documents</li> <li>• suggestions, objections, comments and determination of proposed alterations</li> <li>• analysis and reasoning for proposed alterations to distribution of the State electorates</li> <li>• notices of the proposed and final redistribution</li> <li>• map(s), names and descriptions of boundaries for proposed and final electoral districts, and reasons for redistributing the State in that way</li> <li>• records for display and inspection</li> <li>• reports submitted to the Minister</li> </ul> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for copies of - suggestions, comments, information made available for public inspection, objections and notices</i></p>	Permanent Transfer to QSA after business action completed.
<p><b>CONSULTATION</b></p> <p><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 Change Commission.</i></p>		

Disposal Authorisation	Description of records	Retention period & trigger
1979	<p><b>Local Government boundary reviews</b></p> <p>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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• arrangements for meetings and public hearings</li> <li>• scheduling of meetings</li> <li>• notices of public submission dates and inquiry dates</li> </ul>	8 years after business action completed.
1980	<p><b>State electoral redistributions</b></p> <p>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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• invitations for suggestions, comments and objections to the redistribution and proposed changes</li> <li>• notices of availability of objections and comments for public inspection</li> <li>• arrangements for meetings and public hearings</li> <li>• scheduling of meetings</li> <li>• notices of public submission dates and inquiry dates.</li> </ul>	8 years after business action completed.

# 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, proposed amalgamation or withdrawal ballots, and protected action ballots.

Disposal Authorisation	Description of records	Retention period & trigger
<p><b>ADMINISTRATIVE ARRANGEMENTS</b></p> <p><i>Planning and performing administrative arrangements for the conduct of electoral events by the Commission.</i></p> <p>See the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to:</p> <ul style="list-style-type: none"> <li>• <i>acquisition, maintenance and disposal of equipment</i></li> <li>• <i>advertising</i></li> <li>• <i>advice provided by call centres</i></li> <li>• <i>production of materials</i></li> <li>• <i>hiring and leasing of facilities</i></li> <li>• <i>recruitment, training and payment of personnel</i></li> <li>• <i>security arrangements.</i></li> </ul>		
1981	<p><b><i>Referendum arguments</i></b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• referendum arguments received from members of the Legislative Assembly</li> <li>• pamphlets containing referendum arguments posted to electors.</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
1982	<p><b><i>Arrangements for electoral events</i></b></p> <p>Records relating to the administrative and logistical arrangements for the conduct of electoral events by the Commission.</p> <p>Records may include, but are not limited to:</p>	<p>Until completion of subsequent electoral event.</p>



Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• call centre arrangements</li> <li>• polling booth and declared institution arrangements</li> <li>• pre-poll voting centre arrangements, including interstate and overseas centres</li> <li>• office accommodation provided to returning officers</li> <li>• results centre/tally room arrangements</li> <li>• declarations, notices and timetables issued in relation to electoral events</li> <li>• supply and distribution of electoral materials and equipment.</li> </ul>	
<p><b>AUTHORISATION</b>  <i>Issuing and returning writs authorising the Commission to conduct electoral events (including referenda).</i></p>		
1983	<p><b><i>Writ correspondence files</i></b>  Records relating to the issue and return of writs for State elections and referenda.  Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of the writs for State elections and referenda</li> <li>• copies of the Bills or statements of questions attached to referenda writs</li> <li>• copies of the results of electoral events that are annotated on the writ</li> <li>• 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.</li> </ul>	<p>Permanent.  Transfer to QSA after business action completed.</p>
1984	<p><b><i>Election writs – issued by the Governor</i></b>  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:</p> <ul style="list-style-type: none"> <li>• name of each elected candidate annotated on the writ by the Commission.</li> </ul>	<p>Until finalisation of election results and then return to the Governor of Queensland.</p>
1985	<p><b><i>Election writs – issued by the Speaker</i></b>  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>.</p>	<p>Until the finalisation of election results and then return to the Speaker of the Legislative Assembly.</p>

Disposal Authorisation	Description of records	Retention period & trigger
	Records may include, but are not limited to: <ul style="list-style-type: none"> <li>• name of each elected candidate annotated on the writ by the Commission.</li> </ul>	
1986	<p><b>Referenda writs</b></p> <p>Writs to conduct a referendum issued to the Commission by the Governor of Queensland in accordance with the <i>Referendums Act 1997</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Until the finalisation of referendum results and then return to the Governor of Queensland.
<p><b>CANDIDATE NOMINATION &amp; LIAISON</b></p> <p><i>Liaising with candidates and regulating nomination procedures for elections.</i></p>		
1987	<p><b>Ballot paper draws</b></p> <p>Records relating to the conduct of ballot draws for candidates' positions on ballot papers.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notices of the time, day and place for ballot draws</li> <li>• results of ballot draws.</li> </ul>	Until issue of writ for next election.
1988	<p><b>Candidate nominations</b></p> <p>Records relating to the nomination of candidates for elections.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notices stating the nomination day and inviting nominations of candidates</li> <li>• nominations for candidates and supporting documents</li> <li>• nomination certificates given to nominated persons by the returning officer</li> <li>• notices that a person is not properly nominated</li> <li>• notices of withdrawal of candidates' nominations</li> <li>• notices of the names of all persons properly nominated for their electoral district</li> <li>• records of the membership of groups of candidates</li> </ul>	Until completion of subsequent election.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• notices of appointment of scrutineers for candidates.</li> </ul> <p>See the <a href="#"><i>General retention and disposal schedule (GRDS)</i></a> for financial records relating to the payment and refund of candidate nomination fees.</p>	
1989	<p><b>Contact with candidates</b></p> <p>Records relating to the Commission’s contact with nominated candidates for electoral events.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• copies of the electoral roll distributed to candidates</li> <li>• notices given to candidates regarding pre-poll and polling booth arrangements</li> <li>• notices given to candidates regarding the final result of the poll.</li> </ul>	Until completion of subsequent election.
1990	<p><b>How-to-vote cards</b></p> <p>Records relating to the lodgement and distribution of how-to-vote cards by candidates for elections.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests from candidates for distribution of how-to-vote cards at mobile polling booths</li> <li>• lodgements of how-to-vote cards with the Commission</li> <li>• statutory declarations relating to any financial contribution received in relation to the production of how-to-vote cards</li> <li>• reasons for the Commission’s rejection of how-to-vote cards.</li> </ul>	Until completion of subsequent election.
1991	<p><b>Register of candidates</b></p> <p>Records relating to the Register of candidates which is to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• entries containing the information, and a summary of the content of any statement, set out in candidates’ nominations</li> <li>• applications from candidates to have the register entries corrected.</li> </ul>	Until completion of subsequent election.

Disposal Authorisation	Description of records	Retention period & trigger
<p><b>ELECTORAL OFFENCES &amp; ENFORCEMENT</b></p> <p><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 <a href="#">General retention and disposal schedule (GRDS)</a> for financial records relating to payment of penalties.</i></p>		
1992	<p><b><i>Disputes</i></b></p> <p>Records relating to the dispute of electoral events conducted by the Commission.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications to dispute an election or referendum, which are filed by the Commission</li> <li>• copies of applications to dispute an election or referendum, which are not filed by the Commission</li> <li>• 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</li> <li>• notices of proceedings to be commenced</li> <li>• applications by the Commission to the Court for an order dismissing the application disputing the election or referendum due to excessive delay</li> <li>• copies of the Court of Disputed Returns' final orders</li> <li>• notices of appeals to a decision or order made by the Court of Disputed Returns</li> <li>• applications by the Commission to the Court for an order dismissing the appeal due to excessive delay</li> <li>• copies of the Court Appeal's final orders.</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
1993	<p><b><i>Injunctions</i></b></p> <p>Records relating to injunctions made by electors, candidates in an election, members of the Legislative Assembly, or the Commission.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for injunctions made to the Supreme Court by the Commission.</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
1994	<p><b><i>Non-voters</i></b></p> <p>Records relating to non-voter activities for elections and referenda.</p> <p>Records may include, but are not limited to:</p>	<p>84 years from date of birth.</p>

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• notices issued to, and received from, electors who appear to have failed to vote</li> <li>• correspondence and investigation records</li> <li>• offence histories.</li> </ul> <p>See <a href="#">Other penalties</a> for records relating to other penalties issued under relevant legislation.</p>	
1995	<p><b>Other penalties</b></p> <p>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 activities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence regarding offences, including liaison with Queensland Police Service (QPS)</li> <li>• investigation reports</li> <li>• legal advice regarding possible breaches of the Acts</li> <li>• notification of outcomes.</li> </ul> <p>See <a href="#">Non-voters</a> for records relating to non-voter activities for elections and referenda.</p>	Until completion of second subsequent electoral event or until court action is finalised, whichever is longer.
<p><b>VOTING</b></p> <p><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></p>		
1996	<p><b>Electoral district results</b></p> <p>Records relating to the counting, recording and notifying of results of elections and referenda for each electoral district.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• statements of preliminary and official vote counts, including first and other preference votes for candidates, and numbers of informal ballot papers for an election</li> </ul>	Until issue of writ for next electoral event.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• statements of the number of yes votes, no votes and informal ballot papers for a referendum</li> <li>• notices of the names of candidates elected for each electoral district</li> <li>• notices of the total numbers of yes votes and no votes for a referendum.</li> </ul>	
1997	<p><b><i>Electronically assisted voting procedures</i></b></p> <p>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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• written procedures for electronically assisted voting</li> <li>• records kept of each elector who uses electronically assisted voting</li> <li>• publications of the Commissioner's decision to not use electronically assisted voting.</li> </ul> <p>See <a href="#"><u>Electronic voting</u></a> for records relating to research and development in the use of electronically assisted voting.</p>	Until issue of writ for next electoral event.
1998	<p><b><i>Postal voting &amp; electoral visitor voting</i></b></p> <p>Records relating to arrangements for postal voting and electoral visitor voting for electoral events.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests for postal votes or electoral visitor votes from electors</li> <li>• written instructions on how to cast a postal vote</li> <li>• records of all postal voters and electoral visitor voters for an electoral event.</li> </ul>	Until issue of writ for next electoral event.
1999	<p><b><i>Returning Officer &amp; polling staff reports</i></b></p> <p>Records relating to reports from Returning Officers and polling staff on the conduct of electoral events.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• records kept of all persons issued ballot papers and declaration envelopes for an electoral event</li> <li>• records kept of objections by scrutineers to the entitlement of a person to vote</li> <li>• certifications that declaration envelopes have been signed by electors concerned</li> </ul>	Until completion of subsequent electoral event.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• declaration forms from electors for replacement ballot papers</li> <li>• records of each person to whom replacement ballot papers are given</li> <li>• reconciliation statements for all ballot papers given out and all votes put into ballot boxes at a polling booth</li> <li>• notices of all persons permitted to vote at an election whose names were not on the voters roll, apparently because of official error.</li> </ul>	
2000	<p><b><i>Local Government election voting materials</i></b></p> <p>Voting materials resulting from Local Government elections required to be kept in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• formal and informal used ballot papers</li> <li>• declaration envelopes (accepted and rejected)</li> <li>• electors' declarations that have been removed from declaration envelopes</li> <li>• defaced ballot papers and remains of destroyed ballot papers</li> <li>• books and papers (other than the voters roll) of each presiding officer used in the poll</li> <li>• signed endorsements of parcels, and packets of parcels, of election materials.</li> </ul>	Until the next quadrennial election after notice of the final result is given.
2001	<p><b><i>Local Government election unused ballot papers</i></b></p> <p>Unused ballot papers for Local Government elections to be stored and disposed of in accordance with the <i>Local Government Electoral Act 2011</i>.</p>	Until notice of the final result of the poll for the election.
2002	<p><b><i>State elections voting materials</i></b></p> <p>Voting materials resulting from State Government elections required to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• ballot papers showing a mark by an elector for the election</li> <li>• certified copies of electoral rolls</li> <li>• declaration envelopes (opened and unopened).</li> </ul>	Until day of issue of the writ for the next general election.

Disposal Authorisation	Description of records	Retention period & trigger
2003	<p data-bbox="342 252 723 284"><b><i>Referenda voting materials</i></b></p> <p data-bbox="342 300 1671 368">Voting materials resulting from State Government referenda required to be kept in accordance with the <i>Referendums Act 1997</i>.</p> <p data-bbox="342 384 909 416">Records may include, but are not limited to:</p> <ul data-bbox="389 432 1245 552" style="list-style-type: none"><li data-bbox="389 432 1245 464">• ballot papers showing a mark by an elector for the referendum</li><li data-bbox="389 472 848 504">• certified copies of electoral rolls</li><li data-bbox="389 512 1055 544">• declaration envelopes (opened and unopened).</li></ul>	2 years after the return of the writ to the Governor.



## ELECTORAL RESEARCH & 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
<p><b>RESEARCH</b> <i>Performing research into electoral matters such as the development of alternative voting systems.</i></p>		
2004	<p><b><i>Electronic voting</i></b> 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:</p> <ul style="list-style-type: none"> <li>• recommendations from auditors about electronically assisted technology</li> <li>• reviews and investigations into the use of electronically assisted technology for electoral events</li> <li>• reports about electronically assisted voting provided to the Minister.</li> </ul> <p><i>See <a href="#">Electronically assisted voting procedures</a> for the use of electronically assisted voting for electoral events.</i></p>	Permanent. Transfer to QSA after business action completed.
<p><b>REVIEWS</b> <i>Reviewing electoral administration in Queensland and other jurisdictions.</i> <i>See General Retention and Disposal Schedule 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></p>		
2005	<p><b><i>Electoral administration reviews – Queensland</i></b> 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:</p> <ul style="list-style-type: none"> <li>• final evaluation report</li> </ul>	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• final statistical returns booklets.</li> </ul> <p>See the <u>General retention and disposal schedule (GRDS)</u> for records relating to the Annual Report.</p>	
2006	<p><b><i>Electoral administration reviews – other jurisdictions</i></b></p> <p>Records relating to reviews of electoral administration in other jurisdictions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• annual reports</li> <li>• evaluations and parliamentary reviews received from interstate electoral commissions.</li> </ul>	5 years after business action completed or until reference ceases, whichever is longer.

# 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
<p><b>ACCESSIBILITY</b></p> <p><i>Producing, distributing and providing access to electoral roll information including copies of the electoral roll in printed and non-printed formats.</i></p> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> 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></p>		
2007	<p><b>Accessibility of electoral roll information</b></p> <p>Records relating to the production, distribution and availability of electoral roll information.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• enrolment confirmation letters</li> <li>• records relating to the distribution of copies of the electoral roll</li> <li>• requests for searches of the electoral roll.</li> </ul> <p><i>See <a href="#">Electoral rolls</a> for the master set of electoral rolls.</i></p>	4 years after business action completed.
<p><b>ENROLMENT</b></p> <p><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></p> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> 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></p>		
2008	<p><b>Electoral rolls</b></p> <p>Master set of electoral rolls for each State electoral district.</p> <p>The Electoral roll contains:</p> <ul style="list-style-type: none"> <li>• surname and given name, address</li> <li>• number of persons entitled to be enrolled for the electoral district.</li> </ul>	Permanent. Transfer to QSA after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<p>See <i>State elections voting materials</i> and <i>Referenda voting materials</i> for certified copies of the electoral roll used for electoral and referenda events.</p>	
2009	<p><b>Enrolment of MPs in other electoral districts</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for transfer of enrolment received from MPs</li> <li>• requests to the AEC to action enrolment transfers.</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
2010	<p><b>Enrolment information from other Government entities</b></p> <p>Records relating to the receipt of enrolment information by the Commission from other government entities.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• requests to the chief executive (Corrective Services) for information about persons who are serving sentences of imprisonment</li> <li>• enrolment information received from other government entities and the chief executive (Corrective Services).</li> </ul>	<p>2 years after business action completed.</p>
2011	<p><b>Australian Electoral Commission (AEC) forms</b></p> <p>Enrolment forms that are received by the Commission and forwarded to the Australian Electoral Commission (AEC) for processing.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications for enrolment</li> <li>• notifications of change to electors' enrolment details</li> <li>• notifications of death of electors</li> </ul>	<p>Transfer to the Australian Electoral Commission (AEC).</p>

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• objections against the enrolment of a person</li> <li>• requests for removal of electors from the electoral roll</li> <li>• requests to be enrolled as a silent elector.</li> </ul>	
2012	<p><b>Continuous roll update activities</b></p> <p>Records relating to continuous roll update (CRU) activities undertaken by the Australian Electoral Commission (AEC).</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• monthly reports received from the AEC about CRU activities concerning additions or amendments to the Queensland electoral roll.</li> </ul>	Until completion of subsequent electoral event.
2013	<p><b>General postal voters advice from Australian Electoral Commission (AEC)</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests to the AEC for general postal voter data</li> <li>• subsequent reports received by the Commission.</li> </ul>	Until completion of subsequent electoral event.
2014	<p><b>State only enrolment</b></p> <p>Records relating to the enrolment of 'State Only' electors in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports on 'State Only' electors received from the AEC for each electoral event.</li> </ul>	Until completion of subsequent electoral event.
2015	<p><b>Enrolment irregularities</b></p> <p>Records relating to irregularities of electors' enrolment details such as:</p> <ul style="list-style-type: none"> <li>• assignment to incorrect State electorates or Local Government areas</li> <li>• duplicate enrolments</li> <li>• incorrect personal or address details.</li> </ul>	Until Gazettal of next State redistribution or Local Government Boundary review, whichever occurs first.

Disposal Authorisation	Description of records	Retention period & trigger
	<p>Records may include, but are not limited to, correspondence regarding electoral roll errors or inconsistencies with:</p> <ul style="list-style-type: none"> <li>• electors</li> <li>• the AEC.</li> </ul>	
2016	<p><b>Register of special postal voters</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications from electors to register as a special postal voter</li> <li>• records relating to reviews of the Register of special postal voters.</li> </ul>	Until completion of subsequent review of Register of special postal voters.
<p><b>REPORTING</b></p> <p><i>Reporting electoral roll information in accordance with the Electoral Act 1992.</i></p>		
2017	<p><b>Gazettal of enrolment figures</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• reports of enrolment figures received from the AEC.</li> </ul>	Until completion of next State redistribution.

## 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
<p><b>AGENT REGISTRATION</b>  <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></p>		
2018	<p><b>Register of agents for registered political parties</b>            Register of agents for registered political parties which is to be kept in accordance with the <i>Electoral Act 1992</i>.            The register includes:</p> <ul style="list-style-type: none"> <li>• names and addresses of every person appointed to be an agent of a registered political party for election funding and financial disclosure.</li> </ul>	Permanent. Transfer to QSA after business action completed.
2019	<p><b>Notifications</b>            Records relating to notifications received by the Commission in regards to agents for registered political parties, candidates and groups of candidates.            Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notices of appointment of an agent</li> <li>• notices that a person has resigned the appointment as agent</li> <li>• notices of the death of an agent</li> <li>• notices that a person has ceased to be an agent</li> <li>• notices revoking the appointment of an agent.</li> </ul>	1 year after appointment is resigned, revoked or ceases.
2020	<p><b>Register of agents for candidates and groups of candidates</b>            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:</p>	Until completion of subsequent election.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>names and addresses of every person appointed to be an agent of a candidate or a group of candidates in an election.</li> </ul>	
<p><b>CLAIMS MANAGEMENT</b> <i>Receiving and settling claims for reimbursement of electoral expenses.</i></p>		
2021	<p><b>Claims</b></p> <p>Records relating to the settlement of claims from candidates and registered political parties for election expenses incurred during an electoral event.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>claims for election funding, and supporting documentation</li> <li>records relating to payment directions specifying that election funding should be paid to the registered political party that endorsed a candidate</li> <li>records relating to the Commission's decision-making on whether to accept, refuse or vary a claim, and subsequent notification of the decision</li> <li>records relating to amendments to claims.</li> </ul> <p>See the <a href="#">General retention and disposal schedule (GRDS)</a> for financial records relating to the payment of claims.</p>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
<p><b>COMPLIANCE MANAGEMENT</b> <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></p>		
2022	<p><b>Inspections – significant</b></p> <p>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>.</p> <p>Significant inspections may be determined by a number of factors. Significant inspections are those that:</p> <ul style="list-style-type: none"> <li>influence or make substantial changes to government policy or direction</li> </ul>	<p>25 years after business action completed.</p>



Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• result in a significant government project or program</li> <li>• make a significant contribution to the body of knowledge on a particular subject or are precedent setting</li> <li>• have considerable economic impact (e.g. major government contracts, corporatisation of government assets)</li> <li>• cause public reaction or sensitivity</li> <li>• have a serious impact or consequence (e.g. deaths, a large case).</li> </ul> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• acknowledgments of consent to entry to a place by authorised officers</li> <li>• records relating to warrants for entry issued by a magistrate to authorised officers</li> <li>• copies of, or extracts taken from, documents by authorised officers</li> <li>• images or writings produced from electronic documents by authorised officers</li> <li>• records relating to forfeiture or seizure of a thing by authorised officers</li> <li>• notices requiring information to be given in relation to an offence, and subsequent information received by authorised officers</li> <li>• records relating to damage caused in the exercise of an authorised officer's powers</li> <li>• written consent for an authorised officer to disclose confidential information</li> <li>• records relating to internal reviews to appeal decisions made by authorised officers.</li> </ul>	
2023	<p><b><i>Inspections – other</i></b></p> <p>Records relating to the conduct of other inspections for compliance with funding and financial disclosure requirements.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• acknowledgments of consent to entry to a place by authorised officers</li> <li>• records relating to warrants for entry issued by a magistrate to authorised officers</li> <li>• copies of, or extracts taken from, documents by authorised officers</li> <li>• images or writings produced from electronic documents by authorised officers</li> <li>• records relating to forfeiture or seizure of a thing by authorised officers</li> </ul>	7 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• notices requiring information to be given in relation to an offence, and subsequent information received by authorised officers</li> <li>• records relating to damage caused in the exercise of an authorised officer's powers</li> <li>• written consent for an authorised officer to disclose confidential information</li> <li>• records relating to internal reviews to appeal decisions made by authorised officers.</li> </ul>	
2024	<p><b>Authorised officers</b></p> <p>Records relating to the appointment of authorised officers for the purpose of dealing with compliance issues relating to election funding and financial disclosure.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• instruments of appointment of authorised officers</li> <li>• notices of conditions of appointment and limits of authorised officers' powers</li> <li>• signed notices of resignation received from authorised officers.</li> </ul>	7 years after appointment ceases.
<p><b>POLICY DEVELOPMENT PAYMENT MANAGEMENT</b></p> <p><i>Managing policy development payments for registered political parties.</i></p>		
2025	<p><b>Policy development payments</b></p> <p>Records relating to the management of policy development payments for registered political parties in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• requests that no policy development payment is to be made to a political party</li> <li>• notices withdrawing requests that no policy development payment is to be made to a political party</li> <li>• applications for the Commission to reconsider a decision about a policy development payment, and subsequent notification of the reconsideration decision.</li> </ul> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for financial records relating to the payment of policy development payments.</i></p>	7 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
<p><b>RETURNS MANAGEMENT</b></p> <p><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></p> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to general enquires concerning disclosure returns.</i></p>		
2026	<p><b><i>Electronic Disclosure System [EDS]</i></b></p> <p>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. System includes electronic applications utilised by the organisation to publish disclosure reports to the Internet.</p> <p>Excludes submission of funding claims.</p> <p><i>See <a href="#">Claims Management for claims for funding</a></i></p>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
2027	<p><b><i>Biannual returns</i></b></p> <p>Biannual returns submitted to the Commission in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• biannual returns from third parties</li> <li>• biannual returns from agents of registered political parties</li> <li>• biannual returns from financial controllers of associated entities</li> <li>• statements about returned gifts</li> <li>• records relating to amendments to returns</li> <li>• records relating to audit certificates for returns</li> <li>• 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>.</li> </ul>	<p>50 years after business action completed.</p>
2028	<p><b><i>Local Government election disclosure returns</i></b></p> <p>Disclosure returns submitted to the Commission in relation to a Local Government election in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p>Records may include, but are not limited to:</p>	<p>50 years after business action completed.</p>

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• returns from candidates</li> <li>• returns from agents of groups of candidates</li> <li>• returns from third parties</li> <li>• records relating to amendments to returns</li> <li>• reminder notices from the Commission to candidates or agents of groups of candidates who are required to give a return.</li> </ul>	
2029	<p><b><i>State elections &amp; referenda disclosure returns</i></b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• returns from agents of candidates</li> <li>• returns from third parties</li> <li>• returns from broadcasters</li> <li>• returns from publishers</li> <li>• records relating to amendments to returns</li> <li>• records relating to audit certificates for returns.</li> </ul>	50 years after business action completed.
2030	<p><b><i>Local Government electoral gifts register</i></b></p> <p>Gifts register which is to be kept in accordance with the <i>Local Government Electoral Act 2011</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• all returns given to the Commission under pt.6 of the <i>Local Government Electoral Act 2011</i></li> <li>• applications to amend returns to correct an error or omission</li> <li>• particulars of the dates and times of amendments to returns</li> <li>• notices from persons who suspect or believe a return has an error or omission</li> <li>• notices of a person's suspicion or belief that a return has an error or omission, given to the person who lodged the return</li> <li>• statutory declarations that particulars in a return are a true record of fact</li> </ul>	50 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• notices to persons requiring particulars to complete a return to be provided to the Commission</li> <li>• notices of information or particulars obtained by a person in relation to an incomplete return.</li> </ul>	
2031	<p><b><i>Special reporting events</i></b></p> <p>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>.</p> <p>Records may include, but are not limited to, returns from:</p> <ul style="list-style-type: none"> <li>• entities that made the gifts</li> <li>• registered political parties to which gifts were made</li> <li>• associated entities of registered political parties to which gifts were made.</li> </ul>	50 years after business action completed.
2032	<p><b><i>Incomplete disclosure returns</i></b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• notices of incomplete returns</li> <li>• notices to persons requiring particulars to complete a return to be provided to the Commission</li> <li>• notices of information or particulars obtained by a person that are required to complete a return</li> <li>• notices from persons who are unable to provide the particulars required to complete a return</li> <li>• applications for an extension of the day by which returns must be lodged.</li> </ul>	5 years after business action completed.

## INDUSTRIAL ELECTION MANAGEMENT

Conducting elections for industrial organisations, proposed amalgamation or withdrawal ballots, and protected action 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
<b>ADMINISTRATIVE ARRANGEMENTS &amp; PLANNING FOR INDUSTRIAL ELECTIONS OR BALLOTS</b>		
<i>Planning and performing administrative arrangements for the conduct of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots. Includes liaison with employers, employees, candidates, organisations and the Queensland Industrial Relations Commission (QIRC).</i>		
2033	<p><b>Administrative arrangements</b></p> <p>Records relating to the administrative arrangements and preparations for the conduct of industrial elections or ballots.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• timetables and notices issued in relation to an election or ballot</li> <li>• records relating to nomination of candidates</li> <li>• notices of appointment of scrutineers</li> <li>• notices of appointment of an electoral officer as manager of an election or ballot</li> <li>• notices of applications for a ballot</li> <li>• notices of the Queensland Industrial Relations Commission (QIRC)'s approval of a ballot</li> <li>• copies of ballot documents received by the Commission and provided to voters, including ballot applications and schemes or scheme outlines</li> <li>• copies of protected action ballot orders from the Queensland Industrial Relations Commission (QIRC).</li> </ul>	5 years after business action completed.
<b>DISPUTES</b>		
<i>The activity of managing the Commission's involvement in industrial elections, proposed amalgamation or withdrawal ballots, or protected action ballots where the conduct or the results of the election or ballot are challenged.</i>		

Disposal Authorisation	Description of records	Retention period & trigger
2034	<p><b>Disputes</b></p> <p>Records relating to industrial elections or ballots where the conduct of, or challenges to, the result of the election or ballot have resulted in court proceedings.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• administration records</li> <li>• nominations</li> <li>• voters rolls.</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>
<p><b>REPORTING</b></p> <p><i>Reporting about the conduct and results of industrial elections, proposed amalgamation or withdrawal ballots, and protected action ballots.</i></p>		
2035	<p><b>Protected action ballot conduct reports</b></p> <p>Records relating to reporting on the conduct of protected action ballots in accordance with the <i>Industrial Relations Act 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• reports provided to the Queensland Industrial Relations Commission about the conduct of protected action ballots.</li> </ul>	<p>5 years after business action completed.</p>
2036	<p><b>Results</b></p> <p>Records relating to the recording, notifying and reporting of results of industrial elections and ballots.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• records of the number of formal votes for an election or ballot</li> <li>• declarations of results for an election or ballot</li> <li>• election or ballot result reports</li> <li>• records relating to the notification of results and distribution of result reports.</li> </ul>	<p>5 years after business action completed.</p>

Disposal Authorisation	Description of records	Retention period & trigger
<p><b>VOTING</b> <i>Regulating voting in industrial elections and ballots.</i></p>		
2037	<p><b><i>Industrial elections &amp; proposed amalgamation or withdrawal ballots voters rolls</i></b> 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.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• rolls of voters for industrial elections or proposed amalgamation or withdrawal ballots</li> <li>• copies of organisations' member registers</li> <li>• records relating to the distribution of copies of the roll or parts of the roll</li> <li>• applications to have a member's name included on the roll.</li> </ul> <p><i>See <u>Protected action ballots and voters roll</u> for records relating to the voters roll used in the conduct of protected action ballots.</i></p>	5 years after business action completed.
2038	<p><b><i>Industrial elections ballots</i></b> Ballot records resulting from industrial elections required to be kept in accordance with the <i>Industrial Relations Act 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• ballot papers</li> <li>• ballot envelopes and voting declarations</li> <li>• materials to accompany ballot papers, such as voting directions</li> <li>• notices from voters for voting material to be posted to an address other than the address stated on the roll</li> <li>• records relating to applications for duplicates of ballot documents</li> <li>• return envelopes received after the finishing day of an election.</li> </ul>	1 year after completion of the election.



Disposal Authorisation	Description of records	Retention period & trigger
2039	<p><b><i>Proposed amalgamation or withdrawal ballots</i></b></p> <p>Ballot records resulting from proposed amalgamation or withdrawal ballots required to be kept in accordance with the Industrial Relations Regulation 2011.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• ballot papers</li> <li>• ballot envelopes and voting declarations</li> <li>• materials to accompany ballot papers, such as voting directions</li> <li>• copies of the scheme outline, each 'yes' case, each 'no' case, and any amendments to these documents</li> <li>• statements telling voters where they may obtain a copy of the latest version of the scheme</li> <li>• notices from voters for voting material to be posted to an address other than the address stated on the roll</li> <li>• records relating to applications for duplicates of ballot documents</li> <li>• return envelopes received after the finishing day of a ballot.</li> </ul>	1 year after completion of the ballot.
2040	<p><b><i>Protected action ballots and voters roll</i></b></p> <p>Ballot and voters roll records resulting from protected action ballots required to be kept in accordance with the <i>Industrial Relations Act 1999</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• rolls of voters for protected action ballots</li> <li>• information used to compile the roll, such as employee lists</li> <li>• ballot papers</li> <li>• ballot envelopes and voting declarations</li> <li>• materials to accompany ballot papers, such as voting directions</li> <li>• records relating to requests for replacement ballot papers.</li> </ul>	1 year after completion of the election.
2041	<p><b><i>Union rules</i></b></p> <p>Rules of unions used by the Commission in the conduct of industrial elections.</p>	Until superseded.

# 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
<b>PRESELECTION BALLOT INTEGRITY MANAGEMENT</b>		
<i>Investigating and auditing preselection ballots conducted by registered political parties for the selection of candidates.</i>		
2042	<p><b>Audits</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• results of the random draw by the Commission to determine the preselection ballots to be audited</li> <li>• notices that a preselection ballot is to be audited, given to the political party's registered officer</li> <li>• certifications from the registered officer that each person listed on the party membership list who voted in the ballot was eligible to vote</li> <li>• reports on audits of preselection ballots, provided to the Minister.</li> </ul>	2 years after business action completed.
2043	<p><b>Investigations</b></p> <p>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>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• complaints received by the Commission about the conduct of a preselection ballot</li> <li>• 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</li> <li>• reports on investigations of preselection ballots, provided to the Minister.</li> </ul>	2 years after business action completed.
2044	<p><b>Complaints not investigated</b></p> <p>Records relating to complaints concerning preselection ballots that are not investigated by the Commission in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p>	2 years after business action completed.

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>complaints received by the Commission about the conduct of a preselection ballot</li> <li>notices to complainants that their complaints will not be investigated.</li> </ul>	
2045	<p><b>Notifications</b></p> <p>Notices of preselection ballots lodged with the Commission by the registered officer of a political party.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>notices of when a preselection ballot is to be held</li> <li>notices about whether the selection of a candidate involved a preselection ballot.</li> </ul>	2 years after business action completed.
2046	<p><b>Membership lists &amp; party records</b></p> <p>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>.</p> <p>See <a href="#">Membership lists</a> for lists used to verify the eligibility of political parties for registration.</p>	Until conclusion of audit or investigation process and then return to political party.
<p><b>REGISTRATION</b></p> <p><i>Registering political parties for electoral events in accordance with the Electoral Act 1992.</i></p> <p><i>See the <a href="#">General retention and disposal schedule (GRDS)</a> for records relating to publications and general enquires/complaints concerning the requirements for the registration of political parties.</i></p>		
2047	<p><b>Register of political parties</b></p> <p>Records relating to the Register of political parties which is to be kept in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>names and abbreviations of political parties</li> <li>names and addresses of registered officers</li> <li>names of party members who are members of the Legislative Assembly</li> <li>copies of parties' constitutions</li> <li>records relating to application for registration, both successful and unsuccessful</li> </ul>	<p>Permanent.</p> <p>Transfer to QSA after business action completed.</p>

Disposal Authorisation	Description of records	Retention period & trigger
	<ul style="list-style-type: none"> <li>• notices of nomination or revocation of registered officers' deputies</li> <li>• notices of registration</li> <li>• records relating to cancellation of registration.</li> </ul>	
2048	<p><b>Quarterly reports</b></p> <p>Quarterly reports notifying whether or not an amendment has been made to a registered political party's constitution, including a summary of any amendments.</p> <p><i>See <a href="#">Register of political parties</a> for copies of amended constitutions provided to the Commission as part of the quarterly reports.</i></p>	4 years after business action completed.
2049	<p><b>Registration amendments</b></p> <p>Records relating to applications for amendment of the Register of political parties in accordance with the <i>Electoral Act 1992</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• applications to amend the Register</li> <li>• notices published in relation to applications to amend the Register</li> <li>• records relating to objections against applications to amend the Register.</li> </ul>	3 years after business action completed.
2050	<p><b>Reviews of the Register of political parties</b></p> <p>Records relating to triennial reviews conducted by the Commission into registered political parties to ensure they continue to meet the eligibility criteria for registration.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• certifications of membership by Members of Parliament for parliamentary parties</li> <li>• confirmations of the accuracy of party office holders' details.</li> </ul> <p><i>See <a href="#">Membership lists</a> for lists provided to the Commission for the purposes of the review.</i></p>	3 years after completion of review.

Disposal Authorisation	Description of records	Retention period & trigger
2051	<p><b><i>Membership lists</i></b></p> <p>Membership lists of political parties used to verify eligibility for registration.</p> <p>Includes lists of names and addresses of 500 members of a political party who are electors, provided to the Commission as part of:</p> <ul style="list-style-type: none"><li>• applications for registration, in accordance with the <i>Electoral Act 1992</i></li><li>• reviews of the Register of political parties by the Commission.</li></ul> <p>See <u><i>Membership lists &amp; party records</i></u> for lists used during an investigation or audit of a preselection ballot of candidates.</p>	Until eligibility for registration is determined and then return to political party.

## LEGACY RECORDS

*Covers legacy records of the Electoral Commission of Queensland.*

Disposal Authorisation	Description of records	Date range	Retention period & trigger
<p><b>ELECTORAL COMMISSION OF QUEENSLAND</b>  <i>Records previously covered by QDAN497 v. 2 that are not covered elsewhere in this schedule or the <u>General retention and disposal schedule (GRDS)</u>.</i></p>			
2052	<p><b>Queensland State Electoral Rolls</b>            Queensland State electoral roll microfiche dated 6 September 1983 and 2 April 1992.</p>	1983 and 1992	Permanent. Transfer to QSA after business action completed.
2053	<p><b>Joint Enrolment Forms/Acknowledgement Cards</b>            Records relating to joint enrolment forms and acknowledgment cards produced by the Australian Electoral Commission, including amendments.</p>	1992 – 2004	60 years after business action completed.