

QUEENSLAND POLICE SERVICE RETENTION AND DISPOSAL SCHEDULE

Authorised 14 November 2025

An authorisation under s.20 of the *Public Records Act 2023* for the disposal of public records made and received by the Queensland Police Service.

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 *Queensland Police Service retention and disposal schedule* (the Schedule) authorises the disposal of public records – which can include data and information – made and received by the Queensland Police Service. It applies to public records made in any format, unless otherwise specified in the disposal authorisation.

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 and there are no exclusions listed.

Any references to repealed legislation may be taken as a reference to current legislation if the context permits.

The Queensland Police Service is the responsible public authority for the *Queensland Police Service retention and disposal schedule* at the time of approval of the Schedule. However, in the event of an administrative change, or the transfer of a function from one public authority to another, this retention and disposal schedule will continue to apply to the public records described by the Schedule.

For further advice on the currency of authorised retention and disposal schedules following administrative change, please contact the Policy & Assurance, Government Records team at Queensland State Archives on (07) 3037 6630 or rkqueries@archives.qld.gov.au.

Repealed retention and disposal schedules must not be used to dispose of public records. It is the responsibility of the public authority to maintain and use the current, approved Schedule within their business practices and business systems. Repealed schedules include:

- QDAN 16 v.1: Queensland Police Service (Miscellaneous Records) retention and disposal schedule
- QDAN 22 v.1: Queensland Police Service – Weapons Licensing Branch retention and disposal schedule
- QDAN 32 v.1: Queensland Police Service (Sodomy Records) retention and disposal schedule
- QDAN 51 v.1: Queensland Police Service (Informant Pay Records) retention and disposal schedule
- QDAN 73 v.1: Queensland Police Service (452M and MC Series Records) retention and disposal schedule
- QDAN 78 v.1: Queensland Police Service (Discharged Prisoner Returns) retention and disposal schedule
- QDAN 79 v.1: Queensland Police Service (Criminal Offences Records) retention and disposal schedule
- QDAN 97 v.1: Queensland Police Service – Security Intelligence Branch retention and disposal schedule
- QDAN 106 v.1: Queensland Police Service (Traffic and Fire Records) retention and disposal schedule
- QDAN 112 v.1: Queensland Police Service (Audio Visual Records) retention and disposal schedule
- QDAN 123 v.1: Queensland Police Service (Traffic Records) retention and disposal schedule
- QDAN 125 v.1: Queensland Police Service (Liquor Records) retention and disposal schedule

- QDAN 126 v.1: Queensland Police Service (Police Station Records) retention and disposal schedule
- QDAN 128 v.1: Queensland Police Service (Gambling Records) retention and disposal schedule
- QDAN 131 v.1: Queensland Police Service (Cattle Stealing Records) retention and disposal schedule
- QDAN 135 v.1: Queensland Police Service (ERIE Records) retention and disposal schedule
- QDAN 137 v.1: Queensland Police Service (Liquor Records) retention and disposal schedule
- QDAN 142 v.1: Queensland Police Service (Gambling Records) retention and disposal schedule
- QDAN 148 v.1: Queensland Police Service (Miscellaneous and Traffic Series Records) retention and disposal schedule
- QDAN 154 v.1: Queensland Police Service (Miscellaneous Series Records) retention and disposal schedule
- QDAN 168 v.1: Queensland Police Service (Royal Humane Society Award Records) retention and disposal schedule
- QDAN 171 v.1: Queensland Police Service (Video Surveillance Records) retention and disposal schedule
- QDAN 184 v.1: Queensland Police Service (Record Transfers) retention and disposal schedule
- QDAN 186 v.1: Queensland Police Service (Watchhouse Matters) retention and disposal schedule
- QDAN 206 v.1: Queensland Police Service – Connolly-Ryan Inquiry retention and disposal schedule
- QDAN 221 v.1: Queensland Police Service (Miscellaneous Records) retention and disposal schedule
- QDAN 233 v.1: Queensland Police Service (Microfilmed Records) retention and disposal schedule
- QDAN 283 v.1: Queensland Police Service (Miscellaneous Records) retention and disposal schedule
- QDAN 290 v.1: Queensland Police Service (Brisbane Watchhouse Records) retention and disposal schedule
- QDAN 291 v.1: Queensland Police Service (Criminal Offence Records) retention and disposal schedule
- QDAN 299 v.1: Queensland Police Service retention and disposal schedule
- QDAN 310 v.1: Queensland Police Service (Chief Commissioners Conference Records) retention and disposal schedule
- QDAN 311 v.1: Queensland Police Service (Copies of Police Gazettes) retention and disposal schedule
- QDAN 316 v.1: Queensland Police Service (Vehicle Records) retention and disposal schedule
- QDAN 333 v.1: Queensland Police Service – Weapons Licensing Branch retention and disposal schedule
- QDAN 337 v.1: Queensland Police Service (Miscellaneous Administration Records) retention and disposal schedule
- QDAN 367 v.1: Queensland Police Service – Queensland Police Museum retention and disposal schedule

- QDAN 394 v.1: Queensland Police Service (Fingerprint and Identity Records) retention and disposal schedule
- QDAN 403 v.1: Queensland Police – Pentland Police Station retention and disposal schedule
- QDAN 438 v.1: Queensland Police Service (Miscellaneous Records) retention and disposal schedule
- QDAN 447 v.1: Queensland Police (Miscellaneous Operational Records) retention and disposal schedule
- QDAN 471 v.1: Queensland Police – Security Intelligence Branch retention and disposal schedule
- QDAN 487 v.1: Queensland Police Service – Brisbane District Office (Murder Records) retention and disposal schedule
- QDAN 490 v.1: Queensland Police Service – Rolleston and Morningside Police Stations retention and disposal schedule
- QDAN 504 v.1: Queensland Police Service (Miscellaneous Operational Records) retention and disposal schedule
- QDAN 505 v.1: Queensland Police Service – Cambooya and Croydon Police Stations retention and disposal schedule
- QDAN 506 v.1: Queensland Police Service – Bundaberg District Stations retention and disposal schedule
- QDAN 518 v.1: Queensland Police Service – Cook Commission of Inquiry retention and disposal schedule
- QDAN 534 v.1: Queensland Police Service – Security Intelligence Branch (Miscellaneous Operational Records) retention and disposal schedule
- QDAN 536 v.1: Queensland Police Service – Security Intelligence Branch (Miscellaneous Security Records) retention and disposal schedule
- QDAN 561 v.1: Queensland Police Service retention and disposal schedule
- QDAN 561 v.2: Queensland Police Service retention and disposal schedule
- QDAN 561 v.3: Queensland Police Service retention and disposal schedule
- QDAN 561 v.4: Queensland Police Service retention and disposal schedule
- QDAN 561 v.5: Queensland Police Service retention and disposal schedule
- QDAN 561 v.6: Queensland Police Service retention and disposal schedule
- QDAN 561 v.7: Queensland Police Service retention and disposal schedule
- QDAN 698 v.1: Eton Police Station (Cyclone Damaged Records) retention and disposal schedule.

Records relating to vulnerable persons

While using this Schedule, the Queensland Police Service needs to carefully consider public records relevant to the proactive protection of vulnerable persons. Public records relevant to the proactive protection of the rights and entitlements of vulnerable persons are covered by disposal authorisations under COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the [GRDS](#).

The [Vulnerable persons records management toolkit](#) provides assistance on identifying and managing public records related to vulnerable persons.

If there is an inconsistency in disposal authorisation between the public records related to vulnerable persons detailed in the GRDS and this Schedule, the disposal authorisation with the longest minimum retention period is applied.

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.

Public 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 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 Queensland State Archivist for the disposal of public records as required under s.20 of the *Public Records Act 2023*. No further notification to Queensland State Archives about the lawful disposal of public records by your public authority is required. Approval from the Chief Executive, or their authorised delegate, of your public authority is required prior to the lawful disposal of public records.

Disposal must also be appropriately documented in accordance with any mandatory standards issued by the Queensland State Archivist, and must have regard to any policies (e.g. [Records governance policy](#)) issued by the Queensland State Archivist, and may have regard to any guidelines issued by the Queensland State Archivist.

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

Further information

More information on implementing 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 6630 or via the [Queensland Government \(For Government\) website](#).

Approved by the Queensland State Archivist: Louise Howard

Date: 14/11/2025

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COMMON ACTIVITIES

This function covers activities which are common across the functions undertaken by the Queensland Police Service.

Each common disposal authorisation from this section can be combined with any function undertaken by the Queensland Police Service unless there is an exemption or exclusion in the disposal authorisation.

See COMMON ACTIVITIES in the [General retention and disposal schedule](#) (GRDS) for managing any other Queensland Police Service records, data and information that relates to common activities including, but not limited to:

- *Advice*
- *Agreements*
- *Audit*
- *Committees*
- *Compensation*
- *Compliance*
- *Corruption Prevention and Detection*
- *Employment Screening*
- *Identity Documents*
- *Liaison*
- *Meetings*
- *Physical Source Records*
- *Policy*
- *Proactive Protection of Vulnerable Persons – Relevant Records*
- *Procedures*
- *Project Management*
- *Risk Management.*

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the [General retention and disposal schedule](#) (GRDS). For any records, data and information relating to the proactive protection of vulnerable persons, the GRDS disposal authorisations apply unless existing minimum retention periods in this Schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
ASSUMED IDENTITY <i>This activity covers the management of birth certificates created for assumed identities in accordance with s.290 of the Police Powers and Responsibilities Act 2000.</i> <i>In accordance with s.283 of the Police Powers and Responsibilities Act 2000, an authority to acquire or use an assumed identity may be granted for the purpose of:</i> • <i>an investigation or intelligence gathering in relation to criminal activity</i> • <i>the training of persons for the purpose of investigations or intelligence gathering in relation to criminal activity</i> • <i>an administrative function in support of:</i> ○ <i>an investigation or intelligence gathering in relation to criminal activity, or</i> ○ <i>the training of persons for the purpose of investigations or intelligence gathering in relation to criminal activity.</i> <i>See COMMON ACTIVITIES – Curriculum Development and Management for the management of records, data and information that facilitate the lawful acquisition and use of an assumed identity for training purposes.</i> <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of records, data and information that facilitate the lawful acquisition and use of an assumed identity for investigation and intelligence purposes.</i>			
2639	Assumed identity – birth certificates Birth certificates created in accordance with s.290 of the <i>Police Powers and Responsibilities Act 2000</i>. <i>See COMMON ACTIVITIES – Curriculum Development and Management for the management of records, data and information that facilitate the lawful acquisition and use of an assumed identity for training purposes including, but not limited to:</i> • <i>applications</i> • <i>decisions</i> • <i>orders</i> • <i>authorities, including cancellations or variations of authorities</i> • <i>reviews</i>	Refer to section 291 of the <i>Police Powers and Responsibilities Act 2000</i> .	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• approvals. See <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions</i> for the management of records, data and information that facilitate the lawful acquisition and use of an assumed identity for investigation and intelligence purposes including, but not limited to: • applications • decisions • orders • authorities, including cancellations or variations of authorities • reviews • approvals. See Disposal Authorisation 1131 in the <i>General retention and disposal schedule (GRDS)</i> for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) The activity of operating Automatic Number Plate Recognition (ANPR) scanners by the Queensland Police Service to capture licence plate details for the ANPR database. The ANPR database is a useful Queensland Police Service tool used for crime detection, crime prevention and crime investigation. The ANPR database includes, but is not limited to, records, data and information about licence plates: • that have been cancelled, unregistered or reported as stolen in Queensland • whose registered owner has a history of drink-driving or drug-driving in Queensland • whose registered owner is wanted in connection with a crime or another offence in Queensland.			
2819	Automatic number plate recognition (ANPR) Records, data and information captured by ANPR cameras for the ANPR database that have not been: • used for enforcement purposes, or	2 years from date of capture.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- interrogated for an investigation, or - preserved for intelligence purposes. Excludes ANPR records, data and information which is captured and retained in QPRIME. Records, data and information may include, but is not limited to: - ANPR datasets - images from ANPR cameras. <i>For the management of records, data and information captured by ANPR cameras which has been used for enforcement, investigation and intelligence purposes, 'Stand Alone' Intelligence submissions, or any ANPR records retained in QPRIME, see:</i> <i>COMMON ACTIVITIES – <u>Infringements, Penalties and Directions</u></i> <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions.</u></i>		
COMMUNICATIONS <i>The activity of managing communications systems and processes for use by the Queensland Police Service for both emergency communications and routine communications. Communication Centres operated by, or on behalf of, the Queensland Police Service receive calls including, but not limited to, Triple Zero (000) calls and Policelink calls. Emergency communications occur during emergency situations or emergency incidents including, but not limited to, terrorist situations, declared emergencies, disasters and other high-risk incidents.</i>			
2820	<i>Routine and emergency response communications</i> Records, data and information relating to routine and emergency response communications for the Queensland Police Service. Includes, but is not limited to: calls made to the Queensland Police Service Communication Centres operated by, and on behalf of, the Queensland Police Service	7 years after date of capture of record.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• emergency response communications from, to and between the Queensland Police Service and other public authorities to provide rapid operational response during an emergency situation or emergency incident • calls to communication centres in any format and using any device • voice or video-recorded group conversations to communication centres • voice or video-recorded individual conversations to communication centres • emergency calls for assistance • calls reporting non-urgent complaints and incidents • calls relating to general enquiries received by communication centres. Excludes communications and call recordings which: • must be extracted and captured as part of an incident file, emergency response file, investigation file, intelligence submission or occurrence file • capture details of incidents, allegations, disclosures or investigations of abuse relating to vulnerable persons • are required and extracted for any other enforcement purposes, investigative purposes or prosecution purposes (including frivolous, vexatious or prank calls determined as requiring investigation as an offence) • are identified and extracted as records not required for enforcement or investigative purposes under Disposal Authorisation 2850 • are used for the development, management and monitoring of customer services provided to the public • are used for customer queue management purposes. Records, data and information may include, but is not limited to: • records of direction, advice, support or counselling provided during calls to communication centres • records of direction, advice and support provided during an emergency situation or emergency incident		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• call recordings • file notes and other supporting documentation. <i>For the management of records, data and information captured by calls which are extracted and required for enforcement purposes, investigation purposes or another specific purpose, see:</i> • COMMON ACTIVITIES – <u>Incident, Event, Emergency Preparedness and Response</u> • COMMON ACTIVITIES – <u>Infringements, Penalties and Directions</u> • COMMON ACTIVITIES – <u>Investigations and Reporting</u> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions.</u> <i>See COMMON ACTIVITIES – <u>Records Not Linked to an Intelligence Submission, Investigation or Occurrence</u> for the management of records, data and information captured by call recordings which are extracted and:</i> • not required for enforcement purposes, investigation purposes or another specific purpose, or • are identified as frivolous, vexatious or prank calls. <i>See the <u>General retention and disposal schedule</u> (GRDS):</i> • COMMON ACTIVITIES – <i>Audit for records, data and information relating to quality assurance audits of telephone calls to Queensland Police Service Communication Centres</i> • COMMON ACTIVITIES – <i>Proactive Protection of Vulnerable Persons-Relevant Records for records, data and information relating to calls which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons</i> • EXTERNAL RELATIONS – <i>Customer Service for records, data and information relating to the development, management and monitoring of customer services provided to the public that are not covered by this disposal authorisation</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>TRANSITORY AND SHORT TERM – Contact Centre Recordings for records, data and information relating to contact centre recordings used for customer queue management that are not covered by this disposal authorisation.</i> <i>See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.</i>		
COURT APPEARANCES AND COURT DIRECTIONS <i>This activity covers the management and execution of:</i> <i>warrants, court orders and subpoenas served by the Queensland Police Service which <u>do not relate</u> to an investigation being actively managed by the Queensland Police Service (i.e. on behalf of, or for, another Qld Government public authority or on behalf of, or for, a Federal or Commonwealth entity e.g. High Court, NSW Police etc.)</i> <i>court appearances which do not relate to an investigation managed by the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – <u>Infringements, Penalties and Directions</u> for the management of warrants, court orders, subpoenas, and directions (e.g. notices to appear (NTA)) issued by the Queensland Police Service which relate to an investigation being actively managed by the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – <u>Workforce Management</u> for the management of warrants, court orders and subpoenas which relate to:</i> <i>the investigation of employees of the Queensland Police Service</i> <i>legal proceedings brought against employees of the Queensland Police Service.</i> <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of warrants, court orders, subpoenas, and directions which relate to the investigation and prosecution of offences, misdemeanours or crimes.</i>			
2821	Court appearances and court directions – other Records, data and information relating to: - warrants, court orders and subpoenas served by the Queensland Police Service which do not relate to an investigation managed by the Queensland Police Service - court appearances which do not relate to an investigation managed by the Queensland Police Service - unexecuted warrants that have been cancelled.	7 years after completion of the task or process undertaken by the Queensland Police Service.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>For the management of records, data and information for court appearances and warrants which relate to an investigation managed by the Queensland Police Service, see:</i> • COMMON ACTIVITIES ○ <i><u>Infringements, Penalties and Directions</u></i> ○ <i><u>Investigations and Reporting</u></i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u>. <i>See COMMON ACTIVITIES – <u>Workforce Management</u> for the management of warrants, court orders and subpoenas which relate to:</i> • <i>the investigation of employees of the Queensland Police Service</i> • <i>legal proceedings brought against employees of the Queensland Police Service.</i>		
CURRICULUM DEVELOPMENT AND MANAGEMENT <i>This activity covers the development and management of the curriculum of, and training/assessment activities associated with, the professional development of police personnel by the Queensland Police Service or by service providers employed by, or acting on behalf of, the Queensland Police Service. Police Personnel are defined to include police recruits, police officers, unsworn employees, and volunteers.</i> <i>See <u>COMMON ACTIVITIES – Assumed Identity</u> for the management of birth certificates created for assumed identities in accordance with s.290 of the Police Powers and Responsibilities Act 2000.</i> <i>See WORKFORCE MANAGEMENT in the <u>General retention and disposal schedule</u> (GRDS):</i> • <i>Employment History for the management of summary records, data and information relating to:</i> ○ <i>the results of assessments and training courses conducted by the Queensland Police Service for employees of the Queensland Police Service maintained as part of the personnel file for an employee</i> ○ <i>the Confirmation of Appointment of first year constables of the Queensland Police Service.</i> • <i>Training for the management of records, data and information relating to:</i> ○ <i>the status of the Queensland Police Service as a Registered Training Organisation (RTO)</i> ○ <i>the provision of routine training by a provider who is not a Registered Training Organisation (RTO).</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2822	<i>Curriculum management – master version</i> Records, data and information relating to the final, master version of: • curriculum modules for courses conducted by the Queensland Police Service • training programs conducted by the Queensland Police Service • any other accreditation, examination or assessment for employees conducted by the Queensland Police Service. Includes results of assessment, examination, accreditation and training for employees of the Queensland Police Service that is retained as evidence of the outcome of: • participation in professional development, training, accreditation and curriculum programs developed and conducted by the Queensland Police Service • decision-making on the acceptance or rejection of the credit or transfer of Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC) for employees of the Queensland Police Service and external participants. <i>See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for the management of records, data and information relating to the results of employee training, assessment and accreditation that are managed as part of an employee's personnel file.</i> <i>See TRANSITORY AND SHORT TERM – Copies in the General retention and disposal schedule (GRDS) for the management of copies of Queensland Police Service curriculum modules that are not covered by this disposal authorisation.</i>	50 years after cessation of the course, training, assessment or accreditation program conducted by the Queensland Police Service.	14 November 2025
2823	<i>Curriculum management – participation, development and review</i> All other records, data and information relating to the development, review and audit of: • curriculum modules for courses conducted by the Queensland Police Service • training programs conducted by the Queensland Police Service • any other accreditation, examination or assessment for employees and external participants conducted by the Queensland Police Service.	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes records, data and information associated with failed assignments.		
2824	<i>Curriculum management – assessment and participation</i> Records, data and information relating to employee attendance and participation in training seminars, nationally accredited courses and workshops to receive specialist training. Specialist training includes, but is not limited to: • skills and tactics training undertaken by police officers • frontline skills training for employees of the Queensland Police Service. Employee assessment and participation includes, but is not limited to, records associated with: • specialist training provided by the Queensland Police Service in its role as a Registered Training Organisation (RTO) • specialist training provided by Registered Training Organisations (RTOs) employed by, or acting on behalf of, the Queensland Police Service • specialist training provided by other Registered Training Organisations (RTOs) that may be accepted by the Queensland Police Service in accordance with Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC). Records, data, and information may include, but is not limited to: • course, seminar or workshop outline • discussion papers • course, seminar or workshop training material • report of attendance prepared by staff after conclusion of specialist training • assessments and evaluations, including failed assessments/assignments • supporting documentation for certificate, registration or accreditation. See <i>WORKFORCE MANAGEMENT</i> in the <u>General retention and disposal schedule (GRDS)</u>:	6 months after submission of assessment OR Until decision on the issue of a completion certificate is agreed, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• <i>Employment History for the management of summary records, data and information relating to the specialist training and accreditation of employees of the Queensland Police Service that is retained as part of an employee service history</i> • <i>Training for the management of records, data and information relating to the provision of routine training for employees of the Queensland Police Service.</i>		
EVIDENCE AND EXHIBITS <i>The activity of managing electronic evidence and exhibits used by the Queensland Police Service for:</i> • <i>the investigation and prosecution of crimes, misdemeanours, simple offences and regulatory offences</i> • <i>the investigation of critical incidents that occur whilst a person is in custody or as a result of police operations</i> • <i>the investigation of reportable deaths</i> • <i>the investigation and reporting of events, crashes and incidents</i> • <i>the investigation of complaints against employees of the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – Investigations and Reporting for the management of records, data and information concerning:</i> • <i>the investigation and reporting of events, crashes and incidents</i> • <i>the investigation of reportable deaths.</i> <i>See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.</i> <i>See COMMON ACTIVITIES – Workforce Management for the management of records, data and information concerning the investigation of complaints against employees of the Queensland Police Service.</i> <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of records, data and information concerning the investigation and prosecution of crimes, misdemeanours and offences.</i> <i>See CUSTODY AND OFFENDER MANAGEMENT – Custody for the management of records, data and information concerning the investigation of critical incidents by the Queensland Police Service.</i>			
2827	<i>Electronic evidence – primary evidence</i> <i>This disposal authorisation includes:</i>	Until business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- Original Source Data (i.e. a forensic copy/extraction of electronic content obtained from an electronic device or other source of digital data, information and records) - Case Data which enables the forensic examination of Source Data through the application of software. Source Data and Case Data is obtained for the purpose of: - the investigation and prosecution of crimes, misdemeanours, simple offences and regulatory offences, or - intelligence, or - the investigation of critical incidents that occur whilst a person is in custody or as a result of police operations, or - preparing submissions by the Queensland Police Service for inquest proceedings and any other coronial matters heard by the Office of the State Coroner, or - the investigation and reporting of events, crashes and incidents by the Queensland Police Service, or - the investigation of complaints against employees of the Queensland Police Service. Electronic evidence may be copied/extracted from, but not limited to, content held on: - mobile phones - electronic tablets and computers - electronic storage media - cloud based storage - any other electronic device - any other non-physical source of data. This disposal authorisation excludes: - the physical electronic device and/or physical storage media in the custody of the Queensland Police Service which primary electronic evidence has been copied/extracted from, and		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- records, data and information that are captured and retained under Disposal Authorisation 2828, and - the management of records, data and information relating to the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <i>Infringements, Penalties and Directions</i> for the management of records, data and information required for enforcement purposes, investigation purposes or another specific purpose. See COMMON ACTIVITIES – <i>Investigations and Reporting</i> for the management of records, data and information concerning: - submissions by the Queensland Police Service for inquest proceedings and any other coronial matters heard by the Office of the State Coroner, and - the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <i>Workforce Management</i> for the management of records, data and information concerning the investigation of complaints against employees of the Queensland Police Service. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i>Investigations, Intelligence and Prosecutions</i> for the management of records, data and information concerning: - the investigation and prosecution of crimes, misdemeanours, simple offences and regulatory offences, and - intelligence matters. See CUSTODY AND OFFENDER MANAGEMENT – <i>Custody</i> for the management of records, data and information concerning the investigation of critical incidents that occur whilst a person is in custody or as a result of police operations.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 1131 in the <i>General retention and disposal schedule (GRDS)</i> for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service. See Disposal Authorisation 1099 in the <i>General retention and disposal schedule (GRDS)</i> for the management of financial records, data and information documenting the sale of proceeds of crime by the Queensland Police Service.		
2828	Electronic evidence – secondary evidence Records, data and information – sourced from Case Data and retained as secondary evidence – for the purpose of supporting and enabling: - the investigation and prosecution of crimes, misdemeanours, simple offences and regulatory offences, or - intelligence, or - the investigation of critical incidents that occur whilst a person is in custody or as a result of police operations, or - submissions by the Queensland Police Service for inquest proceedings and any other coronial matters heard by the Office of the State Coroner, or - the investigation and reporting of events, crashes and incidents by the Queensland Police Service, or - the investigation of complaints against employees of the Queensland Police Service. This disposal authorisation includes: - Reports (i.e. records, data and information selected from Case Data) - Case Notes (i.e. details of the processes and/or methodologies applied to obtain the secondary evidence from an electronic device). This disposal authorisation excludes: - primary electronic evidence covered by Disposal Authorisation 2827, and	For the life of the related investigation file.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- the physical electronic device and/or physical storage media in the custody of the Queensland Police Service which primary electronic evidence has been copied/extracted from, - the management of records, data and information relating to the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <i>Infringements, Penalties and Directions</i> for the management of records, data and information required for enforcement purposes, investigation purposes or another specific purpose. See COMMON ACTIVITIES – <i>Investigations and Reporting</i> for the management of records, data and information concerning: - submissions by the Queensland Police Service for inquest proceedings and any other coronial matters heard by the Office of the State Coroner, and - the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <i>Workforce Management</i> for the management of records, data and information concerning the investigation of complaints against employees of the Queensland Police Service. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i>Investigations, Intelligence and Prosecutions</i> for the management of records, data and information concerning: - the investigation and prosecution of crimes, misdemeanours, simple offences and regulatory offences, and - intelligence matters.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See CUSTODY AND OFFENDER MANAGEMENT – <u>Custody</u> for the management of records, data and information concerning the investigation of critical incidents that occur whilst a person is in custody or as a result of police operations. See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service. See Disposal Authorisation 1099 in the <u>General retention and disposal schedule</u> (GRDS) for the management of financial records, data and information documenting the sale of proceeds of crime by the Queensland Police Service.		

FIXED AND MOVEABLE ASSETS

The activity of acquiring, monitoring, assessing, managing, usage and disposing of fixed and moveable assets of the Queensland Police Service.

Includes, but is not limited to:

- *the evaluation, installation and allocation of fixed and moveable assets*
- *monitoring of fixed and moveable assets to ensure that implementation goes according to schedule and is to an acceptable standard*
- *the disposal of fixed and moveable assets.*

Disposal of fixed and moveable assets includes, but is not limited to, the sale, transfer, termination of lease, auction, donation, exchange, return, decommissioning or destruction of the asset.

See the General retention and disposal schedule (GRDS) for the management of records, data and information relating to:

- *ASSET MANAGEMENT for moveable assets including, but not limited to, equipment, stores, vehicles and technology*
- *COMMON ACTIVITIES*
 - *Agreements for the procurement or leasing of fixed and moveable assets*
 - *Planning for disaster recovery plans and other plans relevant to fixed and moveable assets*
 - *Project Management for the administration of projects relevant to fixed and moveable assets*
 - *Security Investigations for property breaches*
- *FINANCIAL MANAGEMENT for the financial administration of fixed and moveable assets*
- *INFORMATION MANAGEMENT – Database Administration for system migration and specialised digital preservation treatments*
- *PROPERTY MANAGEMENT*

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	○ <i>Building and Land Management for the management of fixed assets (such as buildings, structures and land) and the installation of moveable assets where structural changes are required</i> ○ <i>Maintenance for the maintenance and repair of fixed assets</i> ● <i>TRANSITORY AND SHORT TERM – Routine Computer Operations for requests for system access</i> ● <i>WORK HEALTH AND SAFETY – Compliance for workplace monitoring of exposure to hazardous materials</i> ● <i>WORKFORCE MANAGEMENT – Training provision for training provided as part of the implementation of new equipment and systems.</i>		
2829	<i>Fixed and moveable assets – acquisition, testing, calibration, use, maintenance and disposal</i> Records, data and information relating to the acquisition, testing, calibration, usage, maintenance and disposal of fixed and moveable assets of the Queensland Police Service. Includes, but is not limited to, records, data and information relating to: ● fixed cameras and any other fixed recording devices managed by the Queensland Police Service ● moveable cameras and any other moveable recording devices managed by the Queensland Police Service ● any speed detection devices managed by the Queensland Police Service ● any breath analysis devices managed by the Queensland Police Service ● any photographic detection devices managed by the Queensland Police Service ● any other devices used by the Queensland Police Service for: ○ breath analysis ○ speed detection ○ photographic detection ○ surveillance ○ investigation ○ enforcement. Excludes records, data and information relating to:	10 years after decommissioning of the asset OR 10 years after business action completed, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• building information modelling (BIM) requirements • the restoration of contaminated property • the management of significant Queensland Police Service property including, but not limited to, buildings, land and other significant structures • the management of any other Queensland Police Service buildings, structures and land not covered by this disposal authorisation. Records, data and information may include, but is not limited to: • business requirements • system specifications and documentation • feasibility and pilot studies • consultation • quotes • user testing • customisation • maintenance requests • maintenance plans, schedules and inspections • integrity testing • authority to use • defect reports and fault reports • certificates of calibration • servicing certificates and reports • evaluations, recommendations, and decisions • decommissioning and disposal documentation for fixed and moveable assets. See the <u>General retention and disposal schedule (GRDS)</u>:		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- COMMON ACTIVITIES – <i>Building Information Modelling (BIM) Requirements for the management of BIM records, data and information by the Queensland Police Service</i> - ASSET MANAGEMENT for the management of other records, data and information concerning Queensland Police Service assets - PROPERTY MANAGEMENT for the management of other records, data and information concerning Queensland Police Service property.		
INCIDENT, EVENT, EMERGENCY PREPAREDNESS AND RESPONSE <i>The activity of preparing for and responding to emergency incidents and emergency situations including, but not limited to, terrorist situations, declared emergencies, disasters, and other high-risk incidents.</i> <i>Includes, but is not limited to, activities by the Queensland Police Service such as:</i> <i>planning and staging for training exercises including, but not limited to, emergency management exercises and counter terrorism exercises</i> <i>planning and arrangements for:</i> <i>the protection of critical infrastructure in the event of an emergency, disaster or other high-risk incident</i> <i>the participation of the Queensland Police Service in the management and running of major events including, but not limited to, sporting events and planned public protests</i> <i>the planning and coordination of real-time incident and emergency response of the Queensland Police Service for events including, but not limited to, terrorist situations, declared emergencies, search and rescue, disasters and other high-risk incidents.</i> <i>For the management of investigation files concerning, or resulting from, the investigation of any emergency incident or emergency situation, see:</i> - COMMON ACTIVITIES – <u><i>Investigations and Reporting</i></u> - CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u><i>Investigations, Intelligence and Prosecutions</i></u>. <i>See COMMON ACTIVITIES – <u><i>Evidence and Exhibits</i></u> for the management of electronic evidence and exhibits used by the Queensland Police Service for the investigation of emergency or high-risk incidents.</i>			
2830	Significant incident, event, emergency preparedness and response – planning Records, data and information relating to the preparation and development of significant incident and emergency preparedness and response arrangements by the Queensland	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Police Service for the management of events, emergency incidents and emergency situations. Significant emergency incidents and emergency situations include, but are not limited to: • sporting events and planned public protests • terrorist situations • bombings • hostage taking • assassinations • declared emergencies and declared disasters. Records, data and information may include, but is not limited to: • final policies and final guidelines that demonstrate the implementation of significant incident and emergency preparedness and response arrangements across Queensland • final reports, including final audit reports, which demonstrate the level of effectiveness of preparations for significant emergency incidents and emergency situations • records, data and information which provide evidence of decisions concerning significant emergency incidents and emergency situations including, but not limited to, decision-making on aspects of incident and emergency preparedness and response that may: ○ cause controversy, or ○ lead to changes in the implementation of future arrangements for significant emergency incidents and emergency situations, or ○ generate a significant public response from the broader community • permits, licensing and any other supporting documents which provide evidence of police presence or police management of significant emergency incidents and emergency situations including, but not limited to, sporting events and planned public protests		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- evaluations and recommendations about significant incident and emergency preparedness and response arrangements - investigations of significant events pursuant to Section 1.4.6 of the Operational Procedures Manual in circumstances where death or serious injury occurred. See the <i>General retention and disposal schedule (GRDS)</i>: <i>COMMON ACTIVITIES – Planning for the management of other records, data and information concerning plans for risk management, disaster recovery, business continuity and emergency or fire evacuation</i> <i>COMMON ACTIVITIES – Risk Management for the management of other records, data and information concerning the staging of emergency or fire evacuation exercises.</i>		
2831	<i>Incident, event, emergency preparedness and response – management and coordination</i> Records, data and information relating to the management and coordination of: - the attendance of Queensland Police Service at major events including, but not limited to, sporting events and planned public protests - the presence and use of police officers at emergency or high-risk incidents - real-time incident and emergency response of the Queensland Police Service for emergency or high-risk incidents - the attendance and services provided by the Queensland Police Service at emergency or high-risk incidents. Emergency or high-risk incidents include, but are not limited to: - road, rail, aircraft or marine events, crashes and incidents - terrorist situations - the discovery of dangerous or explosive substances and devices in the community - declared emergencies and declared disasters	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• search and rescue • sieges, riots and any other high risk or emergency incidents. This disposal authorisation excludes records, data and information: • about emergency or high-risk incidents that is required for investigative purposes, reporting purposes or prosecution purposes, and • which capture details of incidents, allegations, disclosures or investigations of abuse relating to vulnerable persons. Records, data and information may include, but is not limited to: • operational orders • threat assessments • debriefings • reports • advice • permits, licensing and any other supporting documents which provide evidence of police presence or police management of major events • certificates and other supporting documentation concerning the declaration or revocation of an emergency situation • file notes • recordings including, but not limited to, recordings of emergency communications, dashboard cameras, and drone or body worn camera footage • correspondence • occurrence summaries • incident logs • any other supporting documentation • investigations of significant events pursuant to Section 1.4.6 of the Operational Procedures Manual in circumstances where no further action is required.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See COMMON ACTIVITIES – <u>Evidence and Exhibits</u> for the management of electronic evidence and exhibits used by the Queensland Police Service for the investigation of emergency or high-risk incidents. See COMMON ACTIVITIES – <u>Investigations and Reporting</u> for the management of records, data and information relating to any other investigation and reporting of emergency or high-risk incidents. See COMMON ACTIVITIES – <u>Registration and Control</u> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes relating to emergency or high-risk incidents. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.		
INFRINGEMENTS, PENALTIES AND DIRECTIONS <i>This activity covers the management of:</i> <i>infringements and penalties issued by the Queensland Police Service for infringement offences</i> <i>notices to appear (NTA) issued by the Queensland Police Service which do not result in the investigation and prosecution of offences, misdemeanours or crimes.</i> <i>Infringement offences include, but are not limited to, any offences which are subject to an infringement notice issued by the Queensland Police Service under any by-law, local law, statutory rule or Act of Parliament (State or Commonwealth) and are eligible for the issuing of an ‘on the spot’ penalty without a Court appearance by the offender.</i>			
2832	<i>Infringements and other penalties</i>	10 years after the finalisation of	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records, data and information relating to the issuing and enforcement of infringement notices and other penalties by the Queensland Police Service. Includes: - the issuing of notices to appear (NTA) by the Queensland Police Service which do not result in the investigation and prosecution of offences, misdemeanours or crimes - the application of any provisions relating to hooning under the <i>Police Powers and Responsibilities Act 2000</i> or under any other legislation or Act. This disposal authorisation excludes the management of physical evidence and exhibits relevant to the enforcement of infringement notices and other penalties by the Queensland Police Service. Records, data and information may include, but is not limited to: - infringements relating to traffic, marine and TransLink offence notices - infringements issued to all vehicle types including, but not limited to, bicycles and scooters - hooning infringement notices - vehicle immobilisation and impoundment records - vehicle confiscation records - infringements issued to pedestrians - issuing of roadworthiness offence notices - notices to appear (NTA), warrants initiated by QPS, and other documentation relating to appearance before a court. See COMMON ACTIVITIES – <u>Registration and Control</u> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to:	proceedings relating to the infringement, penalty or notice to appear OR Until expiry of appeal period for the infringement, penalty or notice to appear OR Until actions executed under provisions of hooning legislation are finalised, whichever is longer.	

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- any notices to appear (NTA) and/or warrants that are linked to the investigation and prosecution of offences, misdemeanours or crimes - any simple offences or regulatory offences that are not covered by this disposal authorisation. See the <u>General retention and disposal schedule</u> (GRDS): - FINANCIAL MANAGEMENT – Accounting for the management of records, data and information about financial transactions for infringement offences and other penalties - TRANSITORY AND SHORT TERM – Copies for the management of photographic prints relating to infringement offences and other penalties.		
2833	No charge – does not proceed or is withdrawn Records, data and information relating to non-conviction charges where the charge: - does not proceed or has been withdrawn - is the subject of a nolle prosequi, a no true bill, or a submission of no evidence to offer (NETO). This disposal authorisation includes Notices to Appear (NTA) which relate to matters which do not proceed and/or are withdrawn. This disposal authorisation excludes records, data and information relating to: - the acquittal of charges without conviction - any conviction that has been quashed on appeal. See <u>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to: - any matters where a Notice to Appear (NTA) has been issued and where the matter proceeds to investigation or further action by the Queensland Police Service - the acquittal of charges without conviction	3 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	any conviction that has been quashed on appeal.		
INVESTIGATIONS AND REPORTING <i>This activity covers the planning, management, reporting and investigation of events, crashes and incidents by the Queensland Police Service where the investigation does not relate to the gathering of evidence for the investigation and prosecution of offences, misdemeanours and crimes.</i> <i>Events, crashes and incidents for investigation and reporting may include, but are not limited to:</i> - road, rail, aircraft or marine events, crashes and incidents - search and rescue - disasters - declared emergencies. <i>See COMMON ACTIVITIES – Evidence and Exhibits for the management of electronic evidence and exhibits used by the Queensland Police Service for the investigation and reporting of events, crashes and incidents and any other legal or investigative purposes.</i> <i>See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.</i>			
2834	<i>Investigations and reporting – significant events, crashes and incidents</i> Records, data and information relating to: - planning, reporting and management of significant events, crashes and incidents by the Queensland Police Service - the investigation of significant events, crashes and incidents where the Queensland Police Service is the primary investigating authority. Significant events, crashes and incidents are those which meet one or more of the following criteria: - a fatality has occurred - a reportable death has occurred including, but not limited to: - deaths where the person's identity is unknown - violent or unnatural deaths - deaths in suspicious circumstances	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	○ the death was related to health care ○ death which occurs while the person is in care • an investigation pursuant to Section 1.4.6 of the Operational Procedures Manual has been undertaken in circumstances where death or serious injury occurred • an event, crash or incident has occurred which: ○ generates great public interest, or ○ leads to significant changes to policy, procedure or best practice for the Queensland Police Service, or ○ leads to declared emergencies and declared disasters. This disposal authorisation excludes: • the management of physical evidence and exhibits required for the criminal investigation and reporting of significant events including, but not limited to, weapons, bombs, dangerous chemicals, and any other physical forensic evidence, and • the management of records, data and information relating to reportable deaths which is submitted by the Queensland Police Service to the Office of the State Coroner for inquest proceedings or any other coronial matters. Records, data and information may include, but is not limited to: • operational orders • reports including, but not limited to, incident reports and forensic reports • photographs • recordings including, but not limited to, emergency communications, CCTV, dashboard camera, drone or body worn camera footage • file notes • lists of witnesses and exhibits • interviews and witness statements • debriefings.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• notices to appear (NTA), warrants initiated by QPS, and other documentation relating to appearance before a court. See Disposal Authorisation 2836 for the management of records, data and information relating to reportable deaths which is submitted by the Queensland Police Service to the Office of the State Coroner for inquest proceedings or other coronial proceedings. See COMMON ACTIVITIES – Evidence and Exhibits for the management of electronic evidence and exhibits used by the Queensland Police Service for the investigation and reporting of significant events, crashes and incidents. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CUSTODY AND OFFENDER MANAGEMENT – Custody for the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations. See EXTERNAL RELATIONS – Inquiries in the General retention and disposal schedule (GRDS) for the management of records, data and information tendered by the Queensland Police Service as part of participation in proceedings of a Royal Commission, Commission of Inquiry, Parliamentary Inquiry, Ombudsman Inquiry, investigation by the Crime and Corruption Commission, investigation by the Queensland Audit Office or any other Inquiry.		
2835	Investigations and reporting – hazardous materials Records, data and information relating to the investigation and reporting on events, crashes and incidents which involve materials that are hazardous and have long-term impact on persons and the environment. Events, crashes and incidents for investigation and reporting may include, but are not limited to: • road, rail, aircraft or marine events, crashes and incidents • search and rescue	100 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• threats against persons, property or the environment. Hazardous materials may include, but are not limited to: • radioactive materials • hazardous chemicals • lead • asbestos • poisons • toxins. This disposal authorisation excludes: • the investigation and reporting of events, crashes and incidents involving hazardous materials where a fatality has occurred, and • the management of physical evidence and exhibits required for the investigation and reporting of events, crashes and incidents which involve hazardous materials including, but not limited to, biological material, organic material, and chemical material. Records, data and information may include, but is not limited to: • operational orders • reports including, but not limited to, incident reports and forensic reports • photographs • recordings including, but not limited to, dashboard cameras, emergency communications, CCTV, drone and body worn camera footage • file notes • lists of witnesses and exhibits • interviews and witness statements • debriefings		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• Notices to Appear, warrants initiated by QPS, and other documentation relating to appearance before a court. See <i>Disposal Authorisation 2834</i> for the management of records, data and information concerning the investigation and reporting of events, crashes and incidents where a fatality has occurred. See COMMON ACTIVITIES – <i>Evidence and Exhibits</i> for the management of electronic evidence and exhibits used in the investigation and reporting of events, crashes and incidents which involve hazardous materials by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.		
2836	<i>Investigations and reporting – inquests and other coronial matters</i> Records, data and information prepared by the Queensland Police Service for submission to the Office of the State Coroner for the investigation and reporting of inquest proceedings and any other coronial matters. This disposal authorisation excludes: • the investigation and reporting of events, crashes and incidents where a fatality or reportable death has occurred, and the Queensland Police Service is the primary investigating authority, and • the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations, and • records, data and information which capture details of incidents, allegations, disclosures or investigations of abuse relating to vulnerable persons, and • the management of physical evidence and exhibits required for inquest proceedings or any other coronial matters.	30 years after submission to the Office of the State Coroner.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2834 for the management of records, data and information concerning the investigation and reporting by the Queensland Police Service on events, crashes and incidents where a fatality or reportable death has occurred and the Queensland Police Service is the primary investigating authority. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CUSTODY AND OFFENDER MANAGEMENT – Custody for the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.		
2837	Investigations and reporting – may result in civil legal proceedings Records, data and information relating to the investigation and reporting of events, crashes and incidents where: - injury or damage has occurred - civil legal proceedings may be started as a direct result of the event, crash or incident. Events, crashes and incidents for investigation and reporting may include, but are not limited to: - road, rail, aircraft or marine events, crashes and incidents - events, crashes and incidents in which vehicles used or maintained by the Queensland Police Service are involved - search and rescue. This disposal authorisation excludes:	10 years after business action completed OR Until expiry of the statute of limitations for legal proceedings relating to the event, crash or incident, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- the investigation of events, crashes and incidents for enforcement purposes and criminal prosecution purposes, and - the investigation and reporting of events, crashes and incidents where a fatality has occurred, and - the management of physical evidence and exhibits required for the investigation and reporting of events, crashes and incidents which may result in civil legal proceedings. Records, data and information may include, but is not limited to: - operational orders - reports including, but not limited to, incident reports and forensic reports - statistics - photographs - recordings including, but not limited to, dashboard cameras, emergency communications, CCTV, drone and body worn camera footage - file notes - lists of witnesses and exhibits - interviews and witness statements - debriefings. See <i>Disposal Authorisation 2834</i> for the management of records, data and information concerning the investigation and reporting of events, crashes and incidents where a fatality has occurred. See <i>COMMON ACTIVITIES – Evidence and Exhibits</i> for the management of electronic evidence and exhibits used in the investigation and reporting of events, crashes and incidents by the Queensland Police Service which may result in civil legal proceedings.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>COMMON ACTIVITIES – <u>Registration and Control</u></i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u></i> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes which directly relate to events, crashes and incidents.		
2838	<i>Investigations and reporting – significant events – no further action</i> Records, data and information relating to the investigation and reporting of: • significant events pursuant to Section 1.4.6 of the Operational Procedures Manual where no further action by the Queensland Police Service is required • occurrences where the Queensland Police Service have been called to a death which: ○ is not required to be reported to the Office of the State Coroner, and ○ does not require any further action by the Queensland Police Service. This disposal authorisation excludes the management of physical evidence and exhibits relevant to investigating or reporting on significant events where no further action is required. Records, data and information may include, but is not limited to: • operational orders • reports including, but not limited to, incident reports and forensic reports • statistics • photographs • recordings including, but not limited to, dashboard cameras, emergency communications, CCTV, drone and body worn camera footage • file notes • lists of witnesses and exhibits	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• interviews and witness statements • debriefings. See <i>Disposal Authorisation 2834</i> for the management of records, data and information relating to the investigation and reporting of significant events where further action by the Queensland Police Service is required. See COMMON ACTIVITIES – <i>Evidence and Exhibits</i> for the management of electronic evidence and exhibits used in the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i>Investigations, Intelligence and Prosecutions</i> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes which directly relate to significant events, crashes and incidents. See EXTERNAL RELATIONS – <i>Inquiries in the <i>General retention and disposal schedule</i> (GRDS)</i> for the management of records, data and information tendered by the Queensland Police Service as part of participation in proceedings of a Royal Commission, Commission of Inquiry, Parliamentary Inquiry, Ombudsman Inquiry, investigation by the Crime and Corruption Commission, investigation by the Queensland Audit Office or any other Inquiry.		
2839	<i>Police notebooks and diaries</i> Records, data and information captured or recorded within police notebooks or police diaries. Includes notebooks and diaries that only contain entries related to: • civil and criminal matters covered by the <i>Queensland Police Service retention and disposal schedule</i> that have a minimum retention period of 10 years or less, or	10 years after the date of finalisation of all matters or occurrences detailed within the notebook or diary AND Until decision is made and recorded that the	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- administrative matters covered by the <u>General retention and disposal schedule</u> (GRDS) that have a minimum retention period of 10 years or less. Excludes notebooks and diaries which contain any entries relevant to: - violent and serious crimes, or - significant events, crashes and incidents, or - critical incidents, or - intelligence submissions, or - incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See <u>Disposal Authorisation 2834</u> for the management of records, data and information concerning the investigation and reporting by the Queensland Police Service on events, crashes and incidents where a fatality or reportable death has occurred and the Queensland Police Service is the primary investigating authority. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to: - violent and serious crimes - intelligence submissions. See CUSTODY AND OFFENDER MANAGEMENT – <u>Custody</u> for the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.	notebook or diary does not have any entries or notations relating to any exclusion listed in this disposal authorisation.	

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2840	<i>Warrants – stored communications and telecommunication interception</i> Records, data and information documenting: • successful and unsuccessful applications to courts for warrants authorising the use of additional powers to prevent crime from occurring or to investigate crimes already committed • authorised access to any stored communications made or received in respect of whom the warrant is issued. See COMMON ACTIVITIES – <u><i>Court Appearances and Court Directions</i></u> for the management of: • <i>warrants, court orders and subpoenas served by the Queensland Police Service which do not relate to an investigation being actively managed by the Queensland Police Service (i.e. an active investigation on behalf of, or for, another Queensland Government public authority or on behalf of, or for, a Federal or Commonwealth entity e.g. High Court, NSW Police)</i> • <i>court appearances which do not relate to an investigation managed by the Queensland Police Service.</i> See COMMON ACTIVITIES – <u><i>Infringements, Penalties and Directions</i></u> for the management of warrants, court orders, subpoenas, and directions (e.g. notices to appear (NTA)) issued by the Queensland Police Service which do not result in the investigation and prosecution of offences, misdemeanours or crimes. See COMMON ACTIVITIES – <u><i>Workforce Management</i></u> for the management of warrants, court orders and subpoenas which relate to: • <i>the investigation of employees of the Queensland Police Service</i> • <i>legal proceedings brought against employees of the Queensland Police Service.</i> See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u><i>Investigations, Intelligence and Prosecutions</i></u> for the management of warrants, court orders,	For the life of the related investigation file.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>subpoenas, and directions which relate to the investigation and prosecution of offences, misdemeanours or crimes.</i>		
2841	<i>Investigations and reporting</i> All other investigations and reporting (including statistics) on events, crashes, incidents and activities undertaken/supported by the Queensland Police Service which: • are not covered by Disposal Authorisation 2834, Disposal Authorisation 2835, Disposal Authorisation 2836, Disposal Authorisation 2837, or by Disposal Authorisation 2838 • are not investigated for enforcement purposes or criminal prosecution purposes • are not subject to civil legal proceedings • do not result in injury or damage to persons, property or the environment • do not result in any further action. This disposal authorisation excludes the management of physical evidence and exhibits required for the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – <i>Evidence and Exhibits</i> for the management of electronic evidence and exhibits used in the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i>Investigations, Intelligence and Prosecutions</i> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes which directly relate to events, crashes and incidents.	7 years after business action completed.	14 November 2025
LICENSING			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<i>This activity covers the management of records, data and information used by the Queensland Police Service for the provision of licences issued by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service.</i>			
2842	<i>Driver licences – issued by the Queensland Police Service</i> Records, data and information documenting the issuing of driver licences where: - the Queensland Police Service is acting on behalf of the Department of Transport and Main Roads (DTMR), and - the records, data and information documenting the issuing of the driver licence is not managed by DTMR. <i>See Disposal Authorisation 2843 for records, data and information relating to the issuing of driver licences where the documentation is managed by the Department of Transport and Main Roads.</i>	100 years from date of birth of driver.	14 November 2025
2843	<i>Driver licences and vehicle permits – testing and applications</i> Records, data and information relating to testing, receipt and processing of applications by the Queensland Police Service for the issuing of: - driver licences - vehicle permits. Includes records, data and information for: - the receipt and processing of applications by a service provider employed by, or acting on behalf of, the Queensland Police Service - documenting the issuing of driver licences by QPS, where documentation of the testing/issuing process is managed by DTMR. Excludes driver licences issued by the Queensland Police Service where the records, data and information is not managed by the Department of Transport and Main Roads. <i>See Disposal Authorisation 2842 for records, data and information relating to the issuing of driver licences where the documentation is managed by the Queensland Police Service.</i>	7 years after the financial year to which the records relate.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2844	<i>Other permits issued by the Queensland Police Service</i> Records, data, and information concerning all other permits issued by the Queensland Police Service that are not covered by Disposal Authorisation 2842 or Disposal Authorisation 2843. Excludes the issuing of permits by the Queensland Police Service: • that involve the payment of monies • for major events in Queensland including, but not limited to, sporting events and planned public protests. <i>See COMMON ACTIVITIES – <u>Incident, Event, Emergency Preparedness and Response</u> for maintaining records, data, and information relating to the management and coordination of major events in Queensland.</i> <i>See FINANCIAL MANAGEMENT – Accounting in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information relating to the issuing of permits by the Queensland Police Service which involve the payment of monies.</i>	3 years after expiry of the permit OR 3 years after the application has been withdrawn, cancelled or rejected, whichever is later.	14 November 2025
MEDALS, CITATIONS AND AWARDS <i>This activity covers the management of summary records, data and information concerning the presentation of medals, citations and awards to employees of the Queensland Police Service.</i> <i>For the management of other records, data and information concerning the presentation of medals, citations and awards to employees of the Queensland Police Service, see the <u>General retention and disposal schedule</u> (GRDS):</i> • <i>EXTERNAL RELATIONS – Program and Event Management</i> • <i>TRANSITORY AND SHORT TERM – Administrative Arrangements</i> • <i>WORKFORCE MANAGEMENT – Performance Management.</i>			
2845	<i>Medals, citations and awards</i> Records, data and information which provides summary details about the presentation of medals, citations and awards to employees of the Queensland Police Service. Records, data and information may include, but is not limited to:	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• registers • lists of medals, citations and awards presented to employees of the Queensland Police Service • personal letters and favourable comments from the Commissioner addressed to the award recipient. See the <i>General retention and disposal schedule (GRDS)</i>: • <i>EXTERNAL RELATIONS – Program and Event Management for the management of records, data and information concerning:</i> ○ <i>the presentation of Queensland Police Service honours, awards and prizes to employees of the Queensland Police Service</i> ○ <i>the presentation of significant honours, awards and prizes to the Queensland Police Service</i> ○ <i>celebrations and ceremonies organised by the Queensland Police Service or by a service provider employed by the Queensland Police Service</i> ○ <i>significant celebrations, ceremonies and events organised by the Queensland Police Service or by a service provider employed by the Queensland Police Service.</i> • <i>TRANSITORY AND SHORT TERM – Administrative Arrangements for the management of records, data and information concerning administrative arrangements for celebrations and ceremonies organised by the Queensland Police Service or by a service provider employed by the Queensland Police Service.</i> • <i>WORKFORCE MANAGEMENT – Performance Management for the management of records, data and information concerning the conferring of awards, honours and prizes on employees of the Queensland Police Service in recognition of achievements or service which are not covered by this disposal authorisation.</i>		
POLICE PERSONNEL <i>This activity covers the making and management of significant police staff files by the Queensland Police Service.</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for managing records, data and information concerning: - counselling and psychological assessment services provided for the support and welfare of police recruits, police officers and any other employees of the Queensland Police Service - the performance management and assessment of employees of the Queensland Police Service - any other police staff files for employees of the Queensland Police Service not covered by Disposal Authorisation 2846 or Disposal Authorisation 2903.			
2846	Police staff files – significant Records, data and information made and managed as significant police staff files by the Queensland Police Service. Significant police staff files relate to police officers and other employees of the Queensland Police Service who meet one or more of the following criteria: - police officers who died in the line of duty, or - members of the Service who achieved notoriety in areas of politics, science, art, literature or any other field of human endeavour, or - police officers where their dismissal from the Service caused more than ordinary interest in the media or community, or - police officers who were award recipients for significant awards including, but not limited to, the Queensland Police Service Bravery Award and the Exemplary Conduct and Valour Award, or - female police officers who achieved significant professional milestones in the Queensland Police Service including, but not limited to, appointment of the first female police officer and appointment of the first female Queensland Police Commissioner, or - any staff member who achieved a level of Senior Executive Service, Assistant Commissioner or higher. This disposal authorisation excludes police officers who were award recipients for:	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- the Queensland Police Service Continuity of Service Medal - citations associated with whole-of-service awards relating to: - response to disasters - participation in major events such as G20 and Commonwealth Games. Records, data and information may include, but is not limited to: - position descriptions - applications - panel recommendations - RHS Awards - commendations - historical appointments. See Disposal Authorisation 2903 for the management of significant police staff files already transferred to Queensland State Archives. See WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS) for managing any other police staff files not covered by Disposal Authorisation 2846 or Disposal Authorisation 2903.		
PROPERTY POINTS <i>This activity covers the management of lost and found property which is in the custody of the Queensland Police Service for safekeeping. Includes lost and found property where:</i> <i>the rightful owner of the property is known</i> <i>the rightful owner of the property is unknown.</i>			
2847	Lost and found property Records, data and information which document the management of lost and found property by the Queensland Police Service.	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes the management of lost and found property where the rightful owner of the property is known and where the rightful owner is unknown. See Disposal Authorisation 2852 for the management of records, data and information including, but not limited to: • indemnity receipts, and • relinquishing orders, and • property registers for lost and found property. See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used by the Queensland Police Service for the investigation and prosecution of offences, misdemeanours and crimes. See COMMON ACTIVITIES – Investigations and Reporting for the management of records, data and information concerning the investigation and reporting of events, crashes and incidents by the Queensland Police Service. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of records, data and information relating to: • the investigation and prosecution of offences, misdemeanours and crimes, and • intelligence matters. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
RECORDS NOT LINKED TO AN INTELLIGENCE SUBMISSION, INVESTIGATION OR OCCURRENCE <i>This activity covers the management of records that have been made by the Queensland Police Service which have not been linked to an intelligence submission, investigation or occurrence.</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
<i>These records may be made in any format and using any device.</i>			
2848	<i>Records potentially required for enforcement or investigative purposes – vulnerable persons</i> All records, data and information captured as a result of the making of records by the Queensland Police Service which are: • potentially required for future enforcement purposes or for future investigative purposes, and • not actively linked to an intelligence submission, investigation or occurrence, and • related to or about vulnerable persons including, but not limited to, minors. Records, data and information may be made in any format and using any device. This disposal authorisation excludes records, data and information which: • are required for future enforcement purposes or for future investigative purposes, or • may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons, or • provide evidence of the circumstances surrounding critical incidents that occur whilst a person is in custody or as a result of police operations. Records, data and information may include, but is not limited to: • CCTV recordings • drone footage • ANPR records • call contact centre, emergency or Triple Zero (000) call recordings • footage from body worn cameras and dashboard cameras • listening devices • surveillance devices.	30 years after date of capture of record.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See COMMON ACTIVITIES – <u>Records Not Linked to an Intelligence Submission, Investigation or Occurrence</u> for the management of records, data and information which are: • not required for future enforcement purposes, or • not required for future investigative purposes. See CUSTODY AND OFFENDER MANAGEMENT – <u>Custody</u> for the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations. See COMMON ACTIVITIES – <u>Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS)</u> for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the <u>General retention and disposal schedule (GRDS)</u> for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2849	Records potentially required for enforcement or investigative purposes All records, data and information captured or created by the Queensland Police Service which are: • potentially required for future enforcement purposes or for future investigative purposes, and • not actively linked to an intelligence submission, investigation or occurrence, and • not related to or about vulnerable persons including, but not limited to, minors. Records, data and information may be in any format and using any device. Records, data and information may include, but is not limited to: • CCTV recordings • drone footage • ANPR records	7 years after date of capture of record.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• call contact centre, emergency or Triple Zero (000) call recordings • footage from body worn cameras and dashboard cameras • listening devices • surveillance devices. See Disposal Authorisation 2848 for the management of records, data and information which is potentially required for enforcement or investigative purposes and relates to or about vulnerable persons including, but not limited to, minors. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of records, data and information which have been: • captured for the investigation and prosecution of offences, misdemeanours and crimes, or • linked to an intelligence submission, investigation or occurrence. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2850	Records not required for enforcement or investigative purposes All records, data and information captured or created by the Queensland Police Service which are: • not required for enforcement purposes or for investigative purposes, and • not identified as being potentially required for enforcement purposes or for investigative purposes under Disposal Authorisation 2849, and • not linked to an intelligence submission, investigation or occurrence, and • not related to or about vulnerable persons including, but not limited to, minors under Disposal Authorisation 2848. Records, data and information may be in any format and using any device.	6 months after date of capture of record.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	This disposal authorisation excludes records, data and information including, but not limited to CCTV, Body Worn Camera, and dashboard camera footage required to be retained for the following activities referred to in this Schedule: • Investigations and Reporting, or • Records Linked to an Intelligence Submission, Investigation or Occurrence, or • Investigations, Intelligence and Prosecutions, or • Custody, or • Prisoner Transfer and Transport. Records, data and information may include, but is not limited to: • CCTV recordings • drone footage • call contact centre, emergency or Triple Zero (000) call recordings • footage from body worn cameras and dashboard cameras • recordings from listening devices • recordings from surveillance devices. See <i>Disposal Authorisation 2848</i> for the management of records, data and information which is potentially required for enforcement or investigative purposes and relates to or about vulnerable persons including, but not limited to, minors. See <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions</i> for the management of records, data and information relating to recordings which have been: • captured for the investigation and prosecution of offences, misdemeanours and crimes, or • linked to an intelligence submission, investigation or occurrence. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records</i> in the <i>General retention and disposal schedule (GRDS)</i> for records, data and		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i> <i>See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.</i>		
REGISTRATION AND CONTROL <i>This activity covers the registration and control of records, data and information made by the Queensland Police Service.</i>			
2825	<i>Disposal of physical evidence and exhibits – documentation</i> Records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. Includes records, data and information: • about the defensible process used to support decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits, and • which document compliance by the Queensland Police Service with any legislative requirements which apply to the disposal of physical evidence or exhibits, and • which document any direction of the court that provides instruction to the Queensland Police Service on the disposal of physical evidence or exhibits. This disposal authorisation excludes: • records, data and information about court directions which do not relate to the disposal of physical evidence and exhibits by the Queensland Police Service, and • financial records, data and information about the disposal of proceeds of crime by auction, and • records, data and information on the lawful disposal of public records that is required to be retained by the Queensland Police Service under Disposal Authorisation 1131 in the GRDS.	50 years after disposal of the related physical evidence or exhibit is completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>For the management of records, data and information required for enforcement purposes, investigation purposes or another specific purpose, see:</i> • COMMON ACTIVITIES – <u>Incident, Event, Emergency Preparedness and Response</u> • COMMON ACTIVITIES – <u>Infringements, Penalties and Directions</u> • COMMON ACTIVITIES – <u>Investigations and Reporting</u> • COMMON ACTIVITIES – <u>Workforce Management</u> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> • CUSTODY AND OFFENDER MANAGEMENT – <u>Custody</u>. <i>See COMMON ACTIVITIES – <u>Records Not Linked to an Intelligence Submission, Investigation or Occurrence</u> for the management of records, data and information which are not required for enforcement purposes, investigation purposes or another specific purpose.</i> <i>See <u>Disposal Authorisation 2852</u> for the management of records, data and information including, but not limited to:</i> • indemnity receipts, and • relinquishing orders, and • property registers, and • registers of drug exhibits. <i>See Disposal Authorisation 1099 in the <u>General retention and disposal schedule</u> (GRDS) for the management of financial records, data and information documenting the sale of proceeds of crime by the Queensland Police Service.</i> <i>See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.</i>		
2851	Weapons registers – acquisition, sale and transfer of weapons Records, data and information relating to the registration of the acquisition, sale, disposal, and transfer of weapons in Queensland.	30 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Includes, but is not limited to: • dealers' returns • dealers' registers • government service entity registers. <i>For the management of other records, data and information relating to weapons control including, but not limited to, licensing and investigations concerning weapons and other dangerous articles see:</i> • <i>COMMON ACTIVITIES – <u>Weapons Licensing</u></i> • <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions.</u></i>		
2852	<i>Other registers and control records</i> Records, data and information which is captured to register and control records of the Queensland Police Service that relate to routine and operational matters. Register and control records covered by this disposal authorisation include, but are not limited to: • document registers • property registers (including records of auction and disposal) • holdings of property of persons held in custody • registers of drug exhibits (including their disposal) • vehicle holding yard registers • field property receipt registers • recognisance books • indemnity receipts • relinquishing orders • sureties books	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• search registers • registers of inspections relating to second-hand dealers • armourer registers • weapons collectors' registers and audits • audits of weapons owned by individuals • theatrical ordnance registers • government service entity employee registers • security guard registers • security organisation registers • visitors' license registers • import permit registers.		
RISK MANAGEMENT <i>This activity covers the identification of specific risks by the Queensland Police Service and the implementation of appropriate practices and procedures to mitigate these identified risks in the operations of the Queensland Police Service.</i>			
2853	Site safety planning Records, data and information relating to the High Level (Strategic) practices, procedures and measures put in place by the Queensland Police Service when undertaking site safety planning for operations and events. Operations and events which require site safety planning include, but are not limited to: • random breath testing (RBT) sites • speed detection device sites • community events. Records, data and information may include, but is not limited to: • risk assessments • briefing notes	Permanent in agency.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- correspondence - reports - research papers - advice.		
SURVEILLANCE AND LISTENING DEVICES <i>This activity covers the planning and operational arrangements for gathering evidence through the use of surveillance or listening devices by the Queensland Police Service.</i> <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information made from the use of surveillance or listening devices for the investigation and prosecution of offences, misdemeanours and crimes.</i> <i>See COMMON ACTIVITIES – <u>Records Not Linked to an Intelligence Submission, Investigation or Occurrence</u> for the management of records, data and information made from the use of surveillance or listening devices that are not required for the investigation and prosecution of offences, misdemeanours and crimes.</i>			
2854	<i>Surveillance and listening devices – installation and monitoring</i> All records, data and information which document the installation and monitoring of surveillance and listening devices by the Queensland Police Service. Excludes any records, data and information: - captured through the use of surveillance and listening devices by the Queensland Police Service - relating to applications and approvals for the use of surveillance and listening devices. <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information:</i> <i>made from the use of surveillance or listening devices for the investigation and prosecution of offences, misdemeanours and crimes</i>	For the life of the related investigation file.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	relating to applications and approvals for the use of surveillance and listening devices. See COMMON ACTIVITIES – <u>Records Not Linked to an Intelligence Submission, Investigation or Occurrence</u> for the management of records, data and information made from the use of surveillance or listening devices that are not required for the investigation and prosecution of offences, misdemeanours and crimes.		
TRAFFIC AND TRANSPORT SAFETY <i>This activity covers the promotion and enforcement of traffic and transport safety by the Queensland Police Service.</i>			
2855	Traffic cameras, speed cameras and any other vehicle monitoring cameras – deployment Records, data and information relating to the deployment of traffic cameras, speed cameras and any other vehicle monitoring cameras for the detection of traffic offences and traffic infringements by the Queensland Police Service. Includes records, data and information relating to the deployment of traffic cameras, speed cameras and any other vehicle monitoring cameras by service providers employed by, or acting on behalf of, the Queensland Police Service. See COMMON ACTIVITIES – <u>Infringements, Penalties and Directions</u> for the management of records, data and information relating to the issuing and enforcement of traffic infringements and other penalties by the Queensland Police Service. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes concerning traffic and transport safety. See COMMON ACTIVITIES – Audit in the <u>General retention and disposal schedule (GRDS)</u> for the management of records, data and information relating to audits undertaken about the deployment of traffic cameras, speed cameras and any other vehicle monitoring cameras by the Queensland Police Service.	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
WEAPONS LICENCING <i>This activity covers the regulation of the possession of weapons in Queensland.</i> <i>Includes, but is not limited to, weapons control for firearms and other weapons issued to:</i> <i>the Queensland Police Service</i> <i>any member of the Queensland public.</i>			
2856	<i>History card index – weapons</i> Records, data and information relating to the indexing and documenting of all licences, permits, registrations or approvals issued for weapons in Queensland. Weapons include, but are not limited to, firearms. <i>For the management of other records, data and information relating to weapons control including, but not limited to, licensing, registration and investigations concerning weapons and other dangerous articles see:</i> <i>COMMON ACTIVITIES – <u>Registration and Control</u></i> <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u>.</i>	Permanent in agency.	14 November 2025
2857	<i>Weapons licensing</i> Records, data and information relating to applications and associated correspondence received and processed by the Queensland Police Service for the licensing of weapons in Queensland. Includes the receipt and processing of weapons licensing applications by a service provider employed by, or acting on behalf of, the Queensland Police Service. <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes which directly relate to weapons and weapons licensing.</i>	75 years after submission of the application to the Weapons Licensing Branch.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2074 in the <u>General retention and disposal schedule (GRDS)</u> for the management of records, data and information relating to the conversion of a physical source record to digital format.		
2858	Weapons control – licensing, registration, audit and reporting Records, data and information relating to reporting activities undertaken by the Queensland Police Service for weapons control. Includes, but is not limited to: • authorisations for the use of weapons • rejections of weapons licensing applications • withdrawal of weapons licensing applications • supporting documentation for weapons transfers • members lists for licensed shooting clubs in Queensland • audits undertaken concerning the licensing, registration and reporting of licensed weapons dealers in Queensland • registers and supporting documentation relating to the weapons buy-back compensation schemes in Queensland • any other reporting requirements for the Queensland Police Service relating to weapons control, e.g. theatrical ordnance registers <i>For the management of records, data and information relating to the acquisition, sale, transfer of weapons (including audits), see COMMON ACTIVITIES – <u>Registration and Control</u>.</i> <i>For investigations concerning use/possession of weapons and other dangerous articles, see CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u>.</i>	10 years after business action completed.	14 November 2025
WORKFORCE MANAGEMENT <i>The activity of managing and developing employees of the Queensland Police Service.</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>Employees of the Queensland Police Service include, but are not limited to:</i> <i>police officers and other specialist staff</i> <i>administrative staff</i> <i>contractors</i> <i>police recruits, temporary, casual and volunteer staff</i> <i>persons working under scholarships, traineeships and/or apprenticeships.</i> <i>Includes, but is not limited to:</i> <i>complaints, investigations and disciplinary action concerning employees of the Queensland Police Service</i> <i>issuing and use of protective equipment by employees of the Queensland Police Service</i> <i>testing of employees including, but not limited to, critical incident testing, targeted and random alcohol and drug testing.</i> <i>See COMMON ACTIVITIES:</i> <i><u>Curriculum Development and Management</u> for records, data and information concerning:</i> <i>the development and management of the curriculum for employees of the Queensland Police Service</i> <i>specialist training for employees of the Queensland Police Service</i> <i><u>Medals, Citations and Awards</u> for summary records, data and information concerning the presentation of medals, citations and awards to employees of the Queensland Police Service</i> <i><u>Police Personnel</u> for the management of significant police staff files.</i> <i>For the management of any other records, data and information relating to employees of the Queensland Police Service, see the <u>General retention and disposal schedule</u> (GRDS):</i> <i>COMMON ACTIVITIES</i> <i>FINANCIAL MANAGEMENT</i> <i>INDUSTRIAL RELATIONS</i> <i>INFORMATION MANAGEMENT</i> <i>TRANSITORY AND SHORT TERM</i> <i>WORKFORCE MANAGEMENT</i> <i>WORK HEALTH AND SAFETY.</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2859	<i>Significant complaints and investigations</i> Records, data and information relating to the investigation of significant complaints against employees of the Queensland Police Service. Significant complaints and investigations may include, but are not limited to: • complaints and investigations against employees of the Queensland Police Service that: ○ generate great public interest, or ○ identify systemic integrity or ethical issues in the Queensland Police Service, or ○ lead to significant changes to policy, procedure or best practice in the Queensland Police Service, or ○ lead to prosecution for serious criminal offences, or ○ results in dismissal, demotion, suspension or other disciplinary/managerial action or official misconduct pursuant to the <i>Crime and Corruption Act 2001</i> or any other legislation/regulations applicable to assessing or investigating the conduct of employees, or ○ results in disciplinary action pursuant to the <i>Police Service Administration Act 1990</i>. • targeted and random alcohol and drug testing where the employee returns a positive result • investigation of critical incidents involving employees of the Queensland Police Service. This disposal authorisation excludes the management of physical evidence and exhibits required for the investigation of significant complaints against employees of the Queensland Police Service. Records, data and information may include, but is not limited to: • transcripts • reports including, but not limited to, incident reports and forensic reports • evaluations and recommendations	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• lists of witnesses and exhibits • witness statements • footage from body worn cameras and dashboard cameras • advice • correspondence • reports containing the results of critical incident testing, targeted and random drug and alcohol testing • warrants • applications and approvals including, but not limited to, applications and approvals for surveillance and extradition • records including, but not limited to, recordings from listening devices and surveillance devices • complaints • supporting documentation. See Disposal Authorisation 2861 for the management of other records, data and information for critical incident testing, targeted and random alcohol and drug testing where the test results are confirmed as positive that are not covered by this disposal authorisation. See Disposal Authorisation 2862 for the management of records, data and information about the investigation of other complaints which are not covered by this disposal authorisation. See COMMON ACTIVITIES – Evidence and Exhibits for the management of electronic evidence and exhibits used by the Queensland Police Service for significant complaints and investigations. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2860	<i>Significant appointments to the Queensland Police Service</i> Records, data and information relating to the recruitment, vetting and appointment of significant positions in the Queensland Police Service. Significant positions in the Queensland Police Service include, but are not limited to: • SES level positions • Assistant Commissioners • Deputy Commissioners • Commissioner. Records, data and information may include, but is not limited to: • appointment nominations • terms and conditions of appointment • instruments of appointment • letters of appointment, resignation, retirement, redundancy or termination • signed codes of conduct • vetting reports • separation notices • any other supporting documentation. See <i>Disposal Authorisation 2846</i> and <i>Disposal Authorisation 2903</i> for the management of records, data and information retained as part of significant police staff files by the Queensland Police Service. See <i>WORKFORCE MANAGEMENT – Employment History</i> in the <i>General retention and disposal schedule (GRDS)</i> for managing any other records, data and information relating to significant appointments to the Queensland Police Service which are retained as part of the individual's employment history.	Permanent in agency.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2861	<i>Critical incident testing, targeted and random alcohol and drug testing – positive results</i> Records, data and information relating to the provision of critical incident testing, targeted and random alcohol and drug testing for employees of the Queensland Police and other relevant persons where the test results are confirmed as positive. This disposal authorisation excludes samples or specimens collected for the purpose of undertaking critical incident testing, targeted and random alcohol and drug testing. Records, data and information may include, but is not limited to: • applications • consent forms • test results • advice • correspondence. See <i>Disposal Authorisation 2864</i> for the management of records, data and information concerning the provision of critical incident testing, targeted and random alcohol and drug testing for employees of the Queensland Police Service and other relevant persons where the result is negative. See <i>Disposal Authorisation 2873</i> for the management of records, data and information relating to the collection and analysis of DNA samples by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <i>Workforce Management</i> for the management of records, data and information concerning the results of critical incident testing, targeted and random alcohol and drug testing undertaken as part of the investigation of complaints against employees of the Queensland Police Service.	80 years from date of birth OR 7 years from date of separation, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>CUSTODY AND OFFENDER MANAGEMENT</i> – <u>Custody</u> for the management of records, data and information concerning the results of critical incident testing, targeted and random alcohol and drug testing undertaken as part of the investigation of a critical incident that occurs whilst a person is in custody or as a result of police operations. See <i>WORKFORCE MANAGEMENT – Employment History</i> in the <u>General retention and disposal schedule</u> (GRDS) for managing summary records, data and information concerning the results of critical incident testing, targeted and random alcohol and drug testing for employees of the Queensland Police Service that are retained as part of an employee service history. See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2862	Complaints and investigations Records, data and information relating to complaints and investigations concerning employees of the Queensland Police Service. Includes, but is not limited to, complaints and investigations which result in: • no criminal charges brought against an employee of the Queensland Police Service, and • no criminal convictions against an employee of the Queensland Police Service, and • no misconduct or other legal proceedings against an employee of the Queensland Police Service, and • no disciplinary action against an employee of the Queensland Police Service following criminal investigation, misconduct proceedings or any other legal proceedings. This disposal authorisation excludes: • the management of physical evidence and exhibits required for the investigation of complaints against employees of the Queensland Police Service, and	20 years after the finalisation of the complaint investigation OR 20 years after the finalisation of any subsequent legal proceedings or misconduct proceedings related to the original complaint, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Records, data and information may include, but is not limited to: - transcripts - reports including, but not limited to, incident reports and forensic reports - evaluations and recommendations - lists of witnesses and exhibits - witness statements - footage from body worn cameras and dashboard cameras - advice - correspondence - warrants - applications and approvals including, but not limited to, applications and approvals for surveillance and extradition - records including, but not limited to, recordings from listening devices and surveillance devices - complaints - supporting documentation. See <i>Disposal Authorisation 2859</i> for the management of records, data and information about significant complaints and investigations of employees of the Queensland Police Service. See <i>COMMON ACTIVITIES – Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS)</i> for records, data and		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See <i>WORKFORCE MANAGEMENT</i> in the General retention and disposal schedule (GRDS): - Employee Misconduct for the management of records, data and information relating to complaints and investigations of employees of the Queensland Police Service which do not result in legal or misconduct proceedings or are determined to be frivolous or vexatious - Employment History for managing summary records, data and information concerning complaints and investigations that are retained as part of an employee service history.		
2863	Acquisition, issuing, maintenance and disposal of protective equipment and uniforms Records, data and information relating to the acquisition, issuing, maintenance and disposal of protective equipment and uniforms to employees of the Queensland Police Service. Protective equipment may include, but is not limited to: - ballistic vests - batons - firearms/conducted energy device (i.e. 'Taser') - capsicum spray - hand cuffs/leg shackles - reflectorised safety vests - torches and utility belts. For the management of records, data and information relating to weapons control, see: COMMON ACTIVITIES Registration and Control	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	○ <u>Weapons Licensing</u>. See WORKFORCE MANAGEMENT – Employment History in the <u>General retention and disposal schedule</u> (GRDS) for managing records, data and information associated with use of these items or any other protective equipment, accoutrements or utility devices.		
2864	Critical incident testing, targeted and random alcohol and drug testing – negative results Records, data and information relating to the provision of targeted and random alcohol and drug testing for employees of the Queensland Police Service and other relevant persons where the test results are confirmed as negative. This disposal authorisation excludes samples or specimens collected for the purpose of undertaking critical incident testing, targeted and random alcohol and drug testing. Records, data and information may include, but is not limited to: • applications • consent forms • test results • advice • correspondence. See <u>Disposal Authorisation 2861</u> for the management of records, data and information concerning positive test results for critical incident testing, targeted and random alcohol and drug testing. See <u>Disposal Authorisation 2873</u> for the management of records, data and information relating to the collection and analysis of DNA samples by the Queensland Police Service. See COMMON ACTIVITIES – <u>Registration and Control</u> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – <u>Workforce Management</u> for the management of records, data and information concerning the results of critical incident testing, targeted and random	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>alcohol and drug testing undertaken as part of the investigation of complaints against employees of the Queensland Police Service.</i> <i>See CUSTODY AND OFFENDER MANAGEMENT – <u>Custody</u> for the management of records, data and information concerning the results of critical incident testing, targeted and random alcohol and drug testing undertaken as part of the investigation of a critical incident that occurs whilst a person is in custody or as a result of police operations.</i> <i>See WORKFORCE MANAGEMENT – Employment History in the <u>General retention and disposal schedule</u> (GRDS) for managing summary records, data and information concerning the results of targeted and random alcohol and drug testing for employees of the Queensland Police Service that are retained as part of an employee service history.</i> <i>See Disposal Authorisation 1131 in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.</i>		

CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION

This function covers the detection, prevention and investigation of criminal offences by the Queensland Police Service.

Criminal offences can include, but are not limited to:

- *significant crimes such as arson, homicide and escapees from correctional facilities*
- *serious crimes such as armed robbery, kidnapping and indecent assault*
- *other crimes such as assault, burglary and liquor offences.*

All public records associated with activities for crime prevention and crime detection in this function have been aggregated (i.e. rolled up) into new disposal authorisations to group offences by a minimum retention period rather than by the name of the offence. The approach that was utilised in QDAN561 v.7 (the previous Queensland Police Service retention and disposal schedule) where ALL offence types were individually listed record classes has NOT been carried across to this Schedule.

A selection of previous schedule references for QDAN561 v.7 are listed for each of these new disposal authorisations, however, this is not intended to serve as an exhaustive list of ALL previous record classes. Due to new nomenclature for some offence types, updated definitions and use of more appropriate, inclusive and contemporary definitions for operational policing activities/functions, there are a number of previously listed offence types that are not appropriate to carry across to the new Schedule.

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the [General retention and disposal schedule](#) (GRDS). For any records, data and information relating to the proactive protection of vulnerable persons, the GRDS disposal authorisations apply unless existing minimum retention periods in this Schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
BRIEFINGS			
<i>The activity of the provision of operational police information or instructions that are required by officers and other staff of the Queensland Police Service for the execution of routine duties by the Queensland Police Service.</i>			
2865	Briefings Records, data, and information relating to the provision of operational police information or instructions for the execution of routine duties by the Queensland Police Service.	7 years after date of issue OR	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records, data and information may include, but is not limited to: • general advice and instructions that: ○ does not relate to a specific investigation, offence or prosecution, and ○ is not actively linked to an intelligence submission, investigation or occurrence. <i>For the management of briefings of operational police information or instructions that are required for a specific purpose, see:</i> • COMMON ACTIVITIES ○ <u>Infringements, Penalties and Directions</u> ○ <u>Investigations and Reporting</u> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions.</u>	Until business use ceases, whichever is later.	
CHEMICAL DIVERSION <i>The activity of monitoring the supply of legally available chemicals into the community that may be used for the production of illicit drugs.</i>			
2866	Chemical diversion Records, data and information relating to monitoring the supply of legally available chemicals into the community that may be used for the production of illicit drugs to identify and divert improper supply and use of these chemicals. Records, data and information may include, but is not limited to: • records of liaison with chemical and scientific apparatus suppliers • End User Declarations (EUD). <i>See INFORMATION MANAGEMENT – Publication in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information relating to the drafting and publication of the National Drug Strategic Plan.</i>	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
COMMUNITY POLICING <i>The activity of developing programs which assist police to reduce and prevent crime through various community initiatives including, but not limited to, police beat shopfronts and policing in schools.</i>			
2867	Community policing – program framework Records, data and information relating to the development and implementation of community policing initiatives in Queensland. Community policing initiatives include, but are not limited to: • railway police • safety houses • school watch • personal safety programs • crime stoppers • programs for the elimination of domestic violence • drug and alcohol programs • home security • police beat shopfronts • adopt-a-cop programs • school-based police officer programs. Records, data and information may include, but is not limited to: • final policies and final guidelines that demonstrate the implementation of community policing programs across Queensland • final reports, including final audit reports, which demonstrate the level of effectiveness of community policing programs • records, data and information which provide evidence of significant decisions concerning community policing programs including, but not limited to, decision-making on aspects of community policing programs that may cause controversy,	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	lead to significant changes in the implementation of community policing programs or generate a significant public response from the broader community significant evaluations and recommendations about community policing programs. <i>See Disposal Authorisation 2868 for the management of all other records, data and information relating to the provision of community policing initiatives undertaken by the Queensland Police Service or undertaken by service providers employed by, or acting on behalf of, the Queensland Police Service.</i>		
2868	Community policing – other All other records, data and information relating to community policing initiatives that are not covered by Disposal Authorisation 2867.	10 years after business action completed.	14 November 2025
DOMESTIC VIOLENCE <i>The activity of issuing of domestic violence orders and police protection directions (PPD) by the Queensland Police Service.</i>			
2869	Domestic violence orders Records, data and information concerning served and unserved domestic violence orders that are not yet captured/maintained in QPRIME. Includes Police Protection Directions (PPD) issued by the Queensland Police Service. This disposal authorisation excludes records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Records, data and information may include, but is not limited to: - orders - supporting court documents - applications - affidavits - notice of adjournments.	7 years after date of issue AND Until entry of the order or direction is confirmed in QPRIME, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions</i> for the management of any records, data and information relating to domestic violence orders and police protection directions which are held in QPRIME. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records</i> in the <i>General retention and disposal schedule</i> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.		
EXTRADITIONS The activity of administering the return of a person to another legal jurisdiction to: • answer serious criminal charges in the legal jurisdiction which is seeking the extradition of the person • secure the attendance of a witness in Court who has been extradited from another legal jurisdiction. Includes the extradition of a person to: • another Australian legal jurisdiction • an overseas legal jurisdiction. For the management of any records, data and information relating to extraditions to Queensland from another Australian legal jurisdiction or an overseas legal jurisdiction, see <i>CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions</i>.			
2870	Extraditions Records, data and information relating to requests made to the Queensland Police Service for the extradition of a person residing in Queensland. Records, data and information may include, but is not limited to: • extradition applications • approval requests • extradition reports including, but not limited to, detailed reports to the Commissioner about the requested extradition • briefing notes	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• arrest warrants • visas • notices including, but not limited to, identifying particulars notices • correspondence. <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of any records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes by the Queensland Police Service.</i>		
FORENSIC EXAMINATION AND SCIENTIFIC SERVICES <i>This activity covers the provision of forensic examination and scientific services to support investigations by the Queensland Police Service which directly relate to legal, coronial or criminal proceedings.</i> <i>See COMMON ACTIVITIES – <u>Investigations and Reporting</u> for the management of records, data and information relating to investigations by the Queensland Police Service.</i> <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <u>Investigations, Intelligence and Prosecutions</u> for the management of any records, data and information relating to the investigation and prosecution of offences, misdemeanours and crimes by the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – Liaison in the <u>General retention and disposal schedule</u> (GRDS) for the management of records, data and information concerning liaison between the Queensland Police Service and external stakeholders regarding forensic testing.</i>			
2871	Forensic register – images This disposal authorisation applies to registers made and managed by the Queensland Police Service for the registration of forensic images that are used as evidence in the investigation and prosecution of offences, misdemeanours and crimes by the Queensland Police Service. Includes registers made and managed for the registration of forensic images that are used as evidence in any other investigations conducted by the Queensland Police Service.	Until disposal of the investigation files relating to the images recorded in the forensic register.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2872	Identifying particulars Records, data and information relating to the collection and management of identifying particulars for an individual by the Queensland Police Service. Identifying particulars for individuals include, but are not limited to: • fingerprints • palmprints • handwriting • voiceprints • footprints • photographs • any other identifying biometric information relating to the individual.	Refer to section 474 of the <i>Police Powers and Responsibilities Act 2000</i> .	14 November 2025
2873	DNA samples Records, data and information relating to the collection and analysis of DNA samples by the Queensland Police Service.	Refer to section 490 of the <i>Police Powers and Responsibilities Act 2000</i> .	14 November 2025

INVESTIGATIONS, INTELLIGENCE AND PROSECUTIONS

This activity covers:

- *the gathering and investigation of evidence in order to prove or disprove a matter*
- *the gathering of intelligence for the purposes of crime detection, crime prevention and crime investigation*
- *the development of briefs of evidence for the prosecution of crime through court or other legal proceedings.*

With the exception of public records associated with Investigations and prosecutions—violent and serious crimes—enduring value ANY public records associated with INVESTIGATIONS, INTELLIGENCE AND PROSECUTIONS that relate to and/or involve the proactive protection of vulnerable persons must also incorporate and consider the minimum retention periods set out in COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons- Relevant Records in the [General retention and disposal schedule](#) (GRDS) for records, data and information which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons.

For the management of records, data and information gathered as evidence for the investigation of matters not covered by this activity, see:

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• COMMON ACTIVITIES ◦ <i>Infringements, Penalties and Directions</i> ◦ <i>Investigations and Reporting.</i> See <i>COMMON ACTIVITIES – Assumed Identity</i> for the management of birth certificates created for assumed identities in accordance with s.290 of the Police Powers and Responsibilities Act 2000. See <i>COMMON ACTIVITIES – Evidence and Exhibits</i> for the management of electronic evidence and exhibits used by the Queensland Police Service for: • the investigation and prosecution of crimes, misdemeanours and offences • any other reporting purposes or investigation purposes including, but not limited to, legal or coronial proceedings. See <i>COMMON ACTIVITIES – Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.		
2875	<i>Investigations and prosecutions – violent and serious crimes – enduring value</i> This disposal authorisation covers investigations and prosecutions for violent and serious crimes where the outcome of the matter holds enduring value for the state of Queensland including, but not limited to: • prosecutions which result in: ◦ a finding of guilt ◦ the acquittal of the case ◦ the withdrawal of the case, and • prosecutions which do not proceed for any reason, and • investigations which do not proceed to prosecution. This disposal authorisation includes records, data and information relating to: • the investigation of violent and serious crimes, and • the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of violent and serious crimes. This disposal authorisation excludes investigations and prosecutions which:	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- do not meet one or more of the criteria in the Queensland State Archives Appraisal Statement, or - do not hold enduring value for the state of Queensland, or - do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error. This disposal authorisation excludes physical evidence and exhibits collected or received by the Queensland Police Service including, but not limited to: - weapons, and - biological material, and - organic material, and - chemical material, and - manufactured products, and - any other physical forensic evidence. Violent and serious crimes which may hold enduring value for the state of Queensland include, but are not limited to: - arson (major) - import/export dangerous drugs - produce/trafficking dangerous drugs - homicide/murder/attempted murder/conspiracy to murder or manslaughter - secret commissions - endangering lives on aircraft, including siege - hijacking - corruption of government officials - extortion - crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the <i>Criminal Code Act 1899</i>.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records, data and information may include, but is not limited to: • briefs of evidence • offender history reports • warrants and other court directions • applications and approvals including, but not limited to, applications and approvals for surveillance and extradition • lists of witnesses and exhibits • forensic evidence reports including, but not limited to, reports on ballistics, forensic biology and forensic toxicology • photographs and master negatives of photographs • master recordings and file notes of police interviews • CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • any other supporting documentation. <i>See Disposal Authorisation 2877 for the management of records, data and information for the investigation and prosecution of violent and serious crimes by the Queensland Police Service not covered by this disposal authorisation.</i> <i>See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer.</i> <i>See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of violent and serious crimes by the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2876	<i>Intelligence submissions</i> Intelligence records, data and information which has been collected to form an intelligence submission that: • does not relate to a specific investigation, offence or prosecution • has an identified business requirement to be kept and managed for ongoing intelligence gathering purposes. Records, data and information may be captured or created in any format and using any device, system or technology. Includes, but is not limited to, records, data and information from: • automatic number plate recognition (ANPR) • body worn video • CCTV systems. <i>For the management of intelligence records, data and information that relates to a specific investigation, offence or prosecution, see the relevant disposal authorisation used to manage the corresponding file:</i> • COMMON ACTIVITIES ○ <i><u>Infringements, Penalties and Directions</u></i> ○ <i><u>Investigations and Reporting</u></i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i><u>Investigations, Intelligence and Prosecutions</u></i> <i>For the management of other intelligence records, data and information, see <u>Disposal Authorisation 2878</u> and <u>Disposal Authorisation 2884</u>.</i>	Permanent in agency.	14 November 2025
2877	<i>Investigations and prosecutions – violent and serious crimes</i> Records, data and information relating to: • the investigation of violent and serious crimes, and	100 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of violent and serious crimes. This disposal authorisation includes, but is not limited to: - prosecutions which result in: - a finding of guilt - the acquittal of the case - the withdrawal of the case, and - prosecutions which do not proceed for any reason, and - investigations which do not proceed to prosecution. This disposal authorisation excludes: - physical evidence and exhibits collected or received by the Queensland Police Service including, but not limited to: - weapons, and - biological material, and - organic material, and - chemical material, and - manufactured products, and - any other physical forensic evidence, and - investigations and prosecutions of violent and serious crimes which meet the conditions of Disposal Authorisation 2875 in this Schedule, and - investigations which do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error, and - records, data and information which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Violent and serious crimes may include, but are not limited to: - homicide/murder/attempted murder/conspiracy to murder or manslaughter - arson (major)		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• produce/trafficking dangerous drugs • import/export dangerous drugs • secret commissions • crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the <i>Criminal Code Act 1899</i> • endangering lives on aircraft/other, including siege • environmental offences • hijacking • hostages taken • bribery • corruption of government officials • offences against public health • extortion • serious assault • kidnapping/abduction offences • offences against children and other vulnerable persons • threats against a person • domestic violence offences • major fraud crimes • rape and sexual assault • armed robbery • stalking. Records, data and information may include, but is not limited to: • briefs of evidence • offender history reports		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• warrants and other court directions • domestic violence orders, including police protection directions • applications and approvals including, but not limited to, applications and approvals for surveillance and extradition • lists of witnesses and exhibits • forensic evidence reports including, but not limited to, reports on ballistics, forensic biology and forensic toxicology • photographs and master negatives of photographs • master recordings and file notes of police interviews • CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • any other supporting documentation. <i>See Disposal Authorisation 2875 for the management of records, data and information for the investigation and prosecution of violent and serious crimes by the Queensland Police Service not covered by this disposal authorisation.</i> <i>See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer.</i> <i>See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of violent and serious crimes by the Queensland Police Service.</i> <i>See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.</i> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2878	Intelligence – other (vulnerable persons) Intelligence records, data and information created or captured that relates to vulnerable persons including, but not limited to, minors which has been collected and identified as having potential future value and meets the following criteria: • does not form part of an intelligence submission managed by the Queensland Police Service, and • does not relate to a specific investigation, offence or prosecution, and • does not have a clearly identified business requirement to be kept or managed for a specific intelligence gathering purpose beyond that of having potential future value, and • is potentially required for future enforcement purposes or for future investigative purposes, and • not actively linked to an intelligence submission, investigation or occurrence. See Disposal Authorisation 2876 for records, data and information which have been collected to form an intelligence submission. See Disposal Authorisation 2884 for other records, data and information which have been identified as having potential future value and which do not form part of an intelligence submission.	30 years after business action completed.	14 November 2025
2879	Investigations and prosecutions – crimes – punishment in special cases Records, data and information relating to an offence that is liable for "Punishment in special cases" under Section 469, sub-sections 3-10 of the <i>Criminal Code Act 1899</i>.	15 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Records, data and information may include, but is not limited to: • the investigation of crimes • the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of crimes This disposal authorisation includes, but is not limited to: • prosecutions which result in: ○ a finding of guilt ○ the acquittal of the case ○ the withdrawal of the case • prosecutions which do not proceed for any reason • investigations which do not proceed to prosecution. This disposal authorisation excludes: • crimes that are not liable for punishment in special cases under Section 469, sub-sections 3-10 of the <i>Criminal Code Act 1899</i> • crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the <i>Criminal Code Act 1899</i> • the management of physical evidence and exhibits required for the investigation and prosecution of crimes • investigations which do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error • records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Crimes include, but are not limited to: • serious assault • arson • fraud • kidnapping and abduction		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• armed robbery • stalking • domestic and family violence offences • supply of dangerous drugs • bribery • corruption of government officials • extortion • threats against persons, property or the environment. Records, data and information may include, but is not limited to: • briefs of evidence • offender history reports • warrants and other court directions • domestic violence orders, including police protection directions • reports • applications and approvals including, but not limited to, applications and approvals for surveillance and extradition • lists of witnesses and exhibits • forensic evidence reports including, but not limited to, reports on ballistics, forensic biology and forensic toxicology • photographs and master negatives of photographs • master recordings and file notes of police interviews • CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • any other supporting documentation.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2875 for the management of records, data and information relating to crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the Criminal Code Act 1899. See Disposal Authorisation 2882 for the management of records, data and information relating to crimes that are not liable for punishment in special cases under Section 469, subsections 3-10 of the Criminal Code Act 1899. See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer. See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of crimes by the Queensland Police Service. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2880	Investigations and prosecutions – crimes – other Records, data and information relating to an offence that is not liable for "Punishment in special cases" under Section 469, sub-sections 3-10 of the <i>Criminal Code Act 1899</i>. Records, data and information may include, but is not limited to: - the investigation of crimes - the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of crimes.	10 years after the finalisation of all legal proceedings relating to the offence OR Until expiry of the statute of limitations for	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	This disposal authorisation includes, but is not limited to: • prosecutions which result in: ○ a finding of guilt ○ the acquittal of the case ○ the withdrawal of the case • prosecutions which do not proceed for any reason • investigations which do not proceed to prosecution. This disposal authorisation excludes: • crimes that are liable for punishment in special cases under Section 469, subsections 3-10 of the <i>Criminal Code Act 1899</i>, and • crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the <i>Criminal Code Act 1899</i>, and • the management of physical evidence and exhibits required for the investigation and prosecution of crimes, and • investigations which do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error, and • records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Crimes may include, but are not limited to: • serious assault • arson • fraud • kidnapping and abduction • armed robbery • stalking • domestic and family violence offences	prosecution of the offence, whichever is later.	

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• supply of dangerous drugs • bribery • corruption of government officials • extortion • threats against persons, property or the environment. Records, data and information may include, but is not limited to: • briefs of evidence • offender history reports • warrants and other court directions • domestic violence orders, including police protection directions • reports • applications and approvals including, but not limited to, applications and approvals for surveillance and extradition • lists of witnesses and exhibits • forensic evidence reports including, but not limited to, reports on ballistics, forensic biology and forensic toxicology • photographs and master negatives of photographs • master recordings and file notes of police interviews • CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • any other supporting documentation. <i>See Disposal Authorisation 2875 for the management of records, data and information relating to crimes that are liable for punishment in special cases under Section 469, subsection 1 and 2 of the Criminal Code Act 1899.</i>		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2879 for the management of records, data and information relating to crimes that are liable for punishment in special cases under Section 469, subsections 3-10 of the Criminal Code Act 1899. See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer. See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of crimes by the Queensland Police Service. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2881	Human sources Records, data and information relating to the recruitment, registration and management of human sources. This disposal authorisation excludes records, data and information which may be relevant to current and future incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>		
2882	<i>Investigations and prosecutions – crimes (misdemeanours)</i> Records, data and information relating to: - the investigation of crimes (misdemeanours) - the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of crimes (misdemeanours). This disposal authorisation includes, but is not limited to: - prosecutions which result in: - a finding of guilt - the acquittal of the case - the withdrawal of the case - prosecutions which do not proceed for any reason - investigations which do not proceed to prosecution. This disposal authorisation excludes: - the management of physical evidence and exhibits required for the investigation and prosecution of crimes (misdemeanours), and - investigations which do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error, and - records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Misdemeanours include, but are not limited to: - counterfeiting - handling stolen goods - assault - stealing	10 years after the finalisation of all legal proceedings relating to the offence OR Until expiry of the statute of limitations for prosecution of the offence, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• flora and fauna offences • environmental offences • liquor offences • prostitution • public behaviour offences. • threats against persons, property or the environment. Records, data and information may include, but is not limited to: • briefs of evidence • offender history reports • warrants and other court directions • notices to appear (NTA) • reports • lists of witnesses and exhibits • applications and approvals including, but not limited to, applications and approvals for surveillance • forensic evidence reports including, but not limited to, reports on ballistics, forensic biology and forensic toxicology • photographs and master negatives of photographs • master recordings and file notes of police interviews • CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • any other supporting documentation.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer. See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of crimes (misdemeanours) by the Queensland Police Service. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2883	Investigations and prosecutions – simple offences and regulatory offences Records, data and information relating to: - the investigation of simple offences and regulatory offences - the development and submission of briefs of evidence by the Queensland Police Service for the prosecution of simple offences and regulatory offences. This disposal authorisation includes, but is not limited to: - prosecutions which result in: - a finding of guilt - the acquittal of the case - the withdrawal of the case - prosecutions which do not proceed for any reason including circumstances where there is insufficient evidence or no evidence to offer	7 years after the finalisation of all legal proceedings relating to the offence OR Until expiry of the statute of limitations for prosecution of the offence, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- investigations which do not proceed to prosecution. This disposal authorisation excludes: - the management of physical evidence and exhibits required for the investigation and prosecution of simple offences and regulatory offences, and - investigations which do not proceed to prosecution due to a complaint which is reported to the Queensland Police Service in error. Simple offences and regulatory offences include, but are not limited to: - public nuisance - trespass - traffic offences including, but not limited to, speeding and drink driving offences (including failure to provide specimen of blood or breath) - stealing goods valued at \$150 or less - property damage valued at \$250 or less - minor drug offences. Records, data and information may include, but is not limited to: - briefs of evidence - offender history reports - warrants and other court directions - notices to appear (NTA) - reports - lists of witnesses and exhibits - applications and approvals - forensic evidence reports including, but not limited to, reports on forensic biology and forensic toxicology - photographs and master negatives of photographs - master recordings and file notes of police interviews		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• CCTV recordings and any other video or audio recordings used as evidence • evidentiary footage from body worn cameras, dashboard cameras or Automatic Number Plate Recognition (ANPR) cameras • photographic negatives from traffic cameras, speed cameras or any other vehicle monitoring cameras used as evidence • any other supporting documentation. See Disposal Authorisation 2885 for the management of records, data and information relating to complaints reported for investigation to the Queensland Police Service in error and where there is no case to answer. See COMMON ACTIVITIES – Evidence and Exhibits for the management of primary electronic evidence used for the investigation and prosecution of simple offences and regulatory offences by the Queensland Police Service. See COMMON ACTIVITIES – Infringements, Penalties and Directions for the management of records, data and information relating to infringements and penalties not covered by this disposal authorisation. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See TRANSITORY AND SHORT TERM – Copies in the General retention and disposal schedule (GRDS) for the management of photographic prints for traffic camera, speed camera and vehicle monitoring offences. See Disposal Authorisation 1131 in the General retention and disposal schedule (GRDS) for the management of records, data and information that is required to be retained as evidence of the lawful disposal of public records by the Queensland Police Service.		
2884	Intelligence – other Intelligence records, data and information which has been collected and which: • is not a formal intelligence submission managed by the Queensland Police Service	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	- does not relate to a specific investigation, offence or prosecution - does not have a clearly identified business requirement beyond being kept and/or managed for general intelligence gathering purposes in the context of having potential future value. <i>For the management of records, data and information relating to intelligence submissions, see Disposal Authorisation 2876.</i> <i>For the management of intelligence records, data and information that relate to a specific investigation, offence or prosecution, see the relevant disposal authorisation used to manage the corresponding file:</i> COMMON ACTIVITIES Infringements, Penalties and Directions Investigations and Reporting CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION Investigations, Intelligence and Prosecutions.		
2885	<i>Investigations and prosecutions – no case to answer</i> Records, data and information relating to complaints that have been reported to the Queensland Police Service for investigation in error or where there is no case to answer. This disposal authorisation excludes any investigation or prosecution which is covered by Disposal Authorisation 2875, Disposal Authorisation 2877, Disposal Authorisation 2879, Disposal Authorisation 2880, Disposal Authorisation 2882, or by Disposal Authorisation 2883.	3 years after closure of the matter.	14 November 2025
OFFENDER HISTORY <i>This activity covers the management of records, data and information made by the Queensland Police Service to document the criminal history of offenders in Queensland.</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2886	Offender history – criminal history checks Records, data and information relating to requests for criminal history checks against offender histories undertaken as part of an investigation by the Queensland Police Service. <i>This disposal authorisation excludes any FINANCIAL RECORDS of criminal history checks against offender histories where the payment of monies is received.</i> <i>For the management of offender history reports generated for investigative purposes or prosecution purposes, see:</i> • COMMON ACTIVITIES – <i>Infringements, Penalties and Directions</i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i>Investigations, Intelligence and Prosecutions.</i> <i>For the management of financial records associated with criminal history checks against offender histories which involve the payment of monies see FINANCIAL MANAGEMENT – Accounting in the <u>General retention and disposal schedule (GRDS)</u>.</i>	3 months after the completion of the criminal history check.	14 November 2025
PATROLLING AND DESPATCH <i>This activity covers the proactive use of the presence of police officers and other specialist officers of the Queensland Police Service on patrol within a specified or designated area to protect persons and property in the community.</i>			
2887	Patrol logs, despatch and other associated records All patrol records, data and information including, but not limited to, police radio logbooks that capture details of routine events and routine observations that occur during patrols undertaken within a specified or designated area by police officers and other specialist officers of the Queensland Police Service. Also includes information and records about phone calls and other communication mechanisms (such as web or SMS) that results in despatch of police officers and/or vehicles, aircraft or other resources.	7 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>For the management of any patrol logs, despatch records or information, or patrol records, data and information that are required for a specific purpose by the Queensland Police Service, see:</i> • COMMON ACTIVITIES ○ <i><u>Infringements, Penalties and Directions</u></i> ○ <i><u>Investigations and Reporting</u></i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – <i><u>Investigations, Intelligence and Prosecutions.</u></i>		
POLICE SERVICE ANIMALS <i>The activity of administering the acquisition, animal management, training, operational use, retirement and/or disposal of police service animals by the Queensland Police Service or by service providers employed by, or acting on behalf of, the Queensland Police Service.</i> <i>Includes, but is not limited to:</i> • <i>acquiring and maintaining animals used for law enforcement, including accommodation, feeding arrangements, veterinary and dental care</i> • <i>the provision of training to police service animals including, but not limited to, crowd control, drug detection (including passive and active alert drug detection) and security skills</i> • <i>managing the operational use of police service animals and their handlers</i> • <i>managing the retirement and/or disposal of police service animals.</i>			
2888	<i>Police service animals – indemnity records</i> Records, data and information which provide evidence for legal and indemnity purposes about the reason(s) why a police service animal has been retired or disposed of by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service. Records, data and information may include, but is not limited to: • evaluations • reports • recommendations	20 years after the retirement or disposal of the police service animal.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	decisions.		
2889	<i>Police service animals – acquisition and animal management</i> Records, data and information relating to the acquisition, management, training, operational use and retirement/disposal of police service animals. Records, data and information may include, but is not limited to: - accommodation and feeding arrangements - veterinary and dental care - training and accreditation of police service animals - information about the operational use of police service animals - information about the disposal of police service animals through retirement, death, sale, donation or return to breeder. <i>See Disposal Authorisation 2888 for the management of records, data and information which is required for legal and indemnity purposes as evidence of the reason(s) why a police service animal has been retired or disposed of by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service.</i>	7 years after the retirement or disposal of the police service animal.	14 November 2025
WITNESS PROTECTION <i>This activity covers:</i> <i>the development of the witness protection program used by the Queensland Police Service</i> <i>the placement and management of persons in witness protection to ensure the safety of the person and their family.</i> <i>Includes, but is not limited to:</i> <i>the authorisation of a new identity for witness protection</i> <i>transport, accommodation or relocation of persons in the witness protection program</i> <i>any other direction from the Commissioner for the protection of persons in the witness protection program and their families.</i>			

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2890	<i>Witness protection program – development</i> Records, data and information relating to the development of the witness protection program used by the Queensland Police Service. This disposal authorisation excludes any records, data and information relating to the witness protection program used by the Queensland Police Service which: • contain any details of the identity of persons placed in witness protection, or • contain any details that may compromise the safety of persons placed in witness protection, or • contain any details that may be used to verify that a person has been placed in witness protection. Records, data and information may include, but is not limited to: • final policies and final guidelines that demonstrate the implementation of the witness protection program by the Queensland Police Service • final reports, including final audit reports which demonstrate the level of effectiveness of the witness protection program used by the Queensland Police Service • records, data and information which provide evidence of significant decisions concerning the witness protection program including, but not limited to, decision-making on aspects of the witness protection program that may: ○ cause controversy, or ○ lead to significant changes in the implementation of the witness protection program by the Queensland Police Service, or ○ generate a significant public response from the broader community • significant evaluations and recommendations about the witness protection program. <i>See Disposal Authorisation 2891 for the management of all other records, data and information relating to the provision of the witness protection program by the Queensland Police Service.</i>	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
2891	<i>Witness protection program – management and placement</i> All other records, data and information relating to the witness protection program that are not covered by Disposal Authorisation 2890. <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>	100 years from the date of birth of the person OR 100 years after the date the person first enters the witness protection program, whichever is later.	14 November 2025

CUSTODY AND OFFENDER MANAGEMENT

This function covers the custody activity of the Queensland Police Service to:

- *place persons in lawful custody including, but not limited to, the detention of persons under statutory provisions, arrests with or without a warrant and persons who are placed in custody by Order of a Court*
- *provide a place of safe custody for persons held in custody by the Queensland Police Service including, but not limited to, persons detained:*
 - *under arrest or under suspicion of committing a crime or other offence*
 - *who are not under arrest but under the protection of the Queensland Police Service including, but not limited to, vulnerable persons such as children and the homeless*
- *monitor and manage individual offenders who have completed a custodial sentence and are now required to report to the Queensland Police Service following release into the community.*

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the [General retention and disposal schedule](#) (GRDS). For any records, data and information relating to the proactive protection of vulnerable persons, the GRDS disposal authorisations apply unless existing minimum retention periods in this Schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
CUSTODY <i>The activity of managing and controlling a safe and secure environment for persons in the custody of the Queensland Police Service.</i> <i>Includes, but is not limited to, the processes of:</i> • <i>bringing a person into custody</i> • <i>managing the safety and welfare of the person whilst in custody</i> • <i>releasing a person from custody.</i>			
2892	Custody – critical incidents Records, data and information relating to critical incidents that occur: • whilst a person is in custody • as a result of police operations.	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	Critical incidents may include, but are not limited to: • deaths in custody which occur: ○ while the person is in custody at the watch house or any other facility managed by the Queensland Police Service ○ while the person is escaping from the custody of the Queensland Police Service ○ while the person is trying to avoid being put in custody by the Queensland Police Service • deaths that occur in the course of (or as a result of) police operations including, but not limited to, deaths which occur while police are attempting to detain a suspect and suicides which occur while police are present • escape from police custody. This disposal authorisation excludes the management of physical evidence and exhibits required for the investigation of critical incidents by the Queensland Police Service. Records, data and information may include, but is not limited to: • reports including, but not limited to, critical incident reports • file notes and any other supporting documentation • extracts from watch house charge books, body worn camera footage, CCTV and other recording sources, which support the documentation of the critical incident and provide a timeline of the person's time in custody • investigation files for critical incidents • notifications • correspondence • advice • evaluations and recommendations following the outcome of the critical incident investigation.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2859 for the management of records, data and information about significant complaints and investigations of employees of the Queensland Police Service which directly relate to critical incidents. See Disposal Authorisation 2894 and Disposal Authorisation 2901 for the management of watch house charge books not covered by this disposal authorisation. See COMMON ACTIVITIES – Investigations and Reporting for the management of records, data and information relating to the investigation and reporting of significant events by the Queensland Police Service. See COMMON ACTIVITIES – Registration and Control for the management of records, data and information which document decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits. See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of records, data and information relating to the investigation and prosecution of crimes, misdemeanours and offences which directly relate to critical incidents.		
2893	Custody – safe custody of persons Records, data and information relating to the management of the safe custody of persons made whilst a person is in the custody of the Queensland Police Service. Includes, but is not limited to: • all checks and risk assessments performed on persons in custody • details of medical treatment provided to persons in custody • details of complaints made by persons whilst in custody • details of any medical incidents – including, but not limited to, attempted suicides – that occur whilst a person is in custody • any extracts from watch house charge books, electronic systems, body worn camera footage, CCTV and other recording/data sources which are required to: ○ support the documentation of assessments, treatments or incidents that occur whilst a person is in custody, and	30 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	○ provide a timeline of the person's time in custody to support the investigation of complaints or incidents. This disposal authorisation excludes: • the management of physical evidence and exhibits which relate to investigating or reporting on: ○ critical incidents, or ○ complaints made by persons whilst in custody, or ○ any incident that occurs whilst a person is in custody • records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons • records, data and information which may be required for the investigation and reporting of significant events by the Queensland Police Service • records, data and information which relates to critical incidents that occur: ○ whilst a person is in custody ○ as a result of police operations. See <i>Disposal Authorisation 2892</i> for the management of records, data and information relating to critical incidents that occur whilst a person is in custody or as a result of police operations. See <i>Disposal Authorisation 2894</i> and <i>Disposal Authorisation 2901</i> for the management of watch house charge books not covered by this disposal authorisation. See COMMON ACTIVITIES – <i>Investigations and Reporting</i> for the management of records, data and information relating to the investigation and reporting of significant events by the Queensland Police Service. See COMMON ACTIVITIES – <i>Registration and Control</i> for the management of records, data and information which documents decision-making by the Queensland Police Service on the disposal of physical evidence and exhibits.		

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>		
2894	Custody – other All other records, data and information relating to the management and control of a safe and secure environment for persons, and their possessions, in the custody of the Queensland Police Service that are not covered by Disposal Authorisation 2892 or by Disposal Authorisation 2893. This disposal authorisation excludes records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. See <u>Disposal Authorisation 2901</u> for the management of watch house charge books made prior to 1970. See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule</u> (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>	10 years after business action completed.	14 November 2025
OFFENDER MANAGEMENT <i>The activity of monitoring and managing individual offenders who have completed a custodial sentence and are now required to report to the Queensland Police Service following release into the community.</i>			
2895	Offender management – registered sex offenders Records, data and information relating to the monitoring and management of registered sex offenders by the Queensland Police Service following: • completion of a custodial sentence • release of the registered sex offender into the community.	100 years after the first registration of the offender OR 100 years from the date of final conviction of the	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	This disposal authorisation excludes records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Records, data and information may include, but is not limited to: • criminal histories • appointments • case notes and file notes • assessments • reports • correspondence • notifications • registers • reporting activities See <i>COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records</i> in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.	offender, whichever is later.	
2896	Offender management – all other offenders All other records, data and information relating to the monitoring and management of individual offenders who have completed a custodial sentence and are now required to report to the Queensland Police Service following release into the community. This disposal authorisation excludes records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.	7 years after release of the offender from the custodial sentence OR 7 years from the end of the reporting condition for the offender, whichever is later.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	See Disposal Authorisation 2895 for the management of records, data and information relating to registered sex offenders who have completed a custodial sentence and are now required to report to the Queensland Police Service following release into the community. See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.		
PRISONER TRANSFER AND TRANSPORT <i>The activity of providing prisoner transfer and transport by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service. Prisoner transfer and transport may occur to, from or between:</i> <i>facilities operated by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service</i> <i>facilities for the provision of medical treatment to prisoners</i> <i>court appearances for prisoners.</i> See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the General retention and disposal schedule (GRDS) for records, data and information relating to prisoner transfer and transport which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.			
2897	<i>Prisoner transfer and transport – vulnerable persons</i> Records, data and information which documents the provision of prisoner transfer and transport of vulnerable persons by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service. This disposal authorisation excludes records, data and information relating to prisoner transfer and transport of vulnerable persons which may be relevant to incidents, allegations, disclosures or investigations of abuse. Records, data and information may include, but is not limited to: - manifests including, but not limited to, vehicle manifests or flight manifests - passenger lists - transfer documentation	30 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• intelligence reports • route documentation • logbooks • diaries • schedules • rosters • any other supporting documentation, records or data that may be required, including but not limited to extracts of body worn camera footage and CCTV recordings. <i>For the management of records, data and information relating to the extradition of individuals, see</i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION ○ <u>Extraditions</u> ○ <u>Investigations, Intelligence and Prosecutions.</u> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule (GRDS)</u> for records, data and information relating to prisoner transfer and transport which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>		
2898	<i>Prisoner transfer and transport – other</i> Records, data and information which documents the provision of prisoner transfer and transport of all other prisoners by the Queensland Police Service or by a service provider employed by, or acting on behalf of, the Queensland Police Service. This disposal authorisation excludes records, data and information relating to prisoner transfer and transport which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons. Records, data and information may include, but is not limited to: • manifests including, but not limited to, vehicle manifests or flight manifests	10 years after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• passenger lists • transfer documentation • intelligence reports • route documentation • logbooks • diaries • schedules • rosters • any other supporting documentation, records or data that may be required, including but not limited to extracts of body worn camera footage and CCTV recordings. <i>For the management of records, data and information relating to the extradition of individuals, see</i> • CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION ○ <u>Extraditions</u> ○ <u>Investigations, Intelligence and Prosecutions.</u> <i>See COMMON ACTIVITIES – Proactive Protection of Vulnerable Persons-Relevant Records in the <u>General retention and disposal schedule (GRDS)</u> for records, data and information relating to prisoner transfer and transport which may be relevant to incidents, allegations, disclosures or investigations of abuse of vulnerable persons.</i>		

LEGACY RECORDS

This section covers legacy records, data and information of the Queensland Police Service.

This retention and disposal schedule should be used in conjunction with Proactive Protection of Vulnerable Persons – Relevant Records in the [General retention and disposal schedule](#) (GRDS). For any records, data and information relating to the proactive protection of vulnerable persons, the GRDS disposal authorisations apply unless existing minimum retention periods in this Schedule are greater than, or equal to, those specified in the GRDS.

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2874	National DNA database – reference numbers Records, data and information relating to the making and recording of unique alphanumeric reference numbers obtained by the Queensland Police Service when the National DNA Database is queried in the course of an investigation.		Until the transaction has been validated AND Until the reference number is registered by the Queensland Police Service.	14 November 2025
2899	Legacy Queensland Police Service records from QDAN 698 v.1 This disposal authorisation covers public records made by the Queensland Police Service which were stored at the Eton Police Station located on Telegraph Street, Eton and that were subject to extensive damage during Cyclone Yasi in 2011. This disposal authorisation applies to the following cyclone-damaged public records from Eton Police Station: • activity reports • general correspondence • financial documents • traffic ticket books • traffic crash files • charge sheets		Dispose of cyclone-damaged records immediately.	14 November 2025

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	watch house documents. This disposal authorisation relates only to those public records at Eton Police Station damaged during Cyclone Yasi in 2011 and does not constitute an ongoing approval to dispose of similar public records made by the Queensland Police Service.			
2900	Offender history reports – microfilm This disposal authorisation covers microfilm versions of offender history reports where: - the hardcopy offender history reports were made between 1934 and 2010 and later converted to microfilm, and - the microfilm versions of offender history reports have been scanned for ease of access to offender history reports by the Queensland Police Service. <i>See CRIME DETECTION, CRIME PREVENTION AND CRIME INVESTIGATION – Investigations, Intelligence and Prosecutions for the management of offender history reports that are not covered by this disposal authorisation.</i>	1934 – 2010	Until digitisation of microfilm offender history records is completed AND Until quality assurance processes for the digitisation project have been completed and signed off by the appropriate delegate.	14 November 2025
2901	Watch house charge books Watch house charge books made by police stations across Queensland prior to 1970 which record details about persons sent to the watch house. <i>See Disposal Authorisation 2894 for the management of watch house charge books that are not covered by this disposal authorisation.</i>	Made prior to 1970	Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
2902	<i>Offender photographs</i> Records, data and information relating to master photographs of offenders. Includes, but is not limited to: • master photographs of offenders made after arrest by the Queensland Police Service, and • photographs which have been made in another jurisdiction and transferred to the Queensland Police Service, and • master photographs of offenders used for identification parades. Excludes historical offender photographs already transferred to Queensland State Archives. <i>See TRANSITORY AND SHORT TERM – Copies in the General retention and disposal schedule (GRDS) for the management of photographic prints of offenders that are not covered by this disposal authorisation.</i>		60 years after date of capture of photograph OR 100 years after the date of birth of the offender, whichever is later.	14 November 2025
2903	<i>Police staff files already transferred to Queensland State Archives</i> This disposal authorisation covers historical police staff files already transferred to Queensland State Archives prior to 1 January 2025. Historical criteria used to assess the significance of police staff files includes, but is not limited to: • police officers who left the Service prior to 1 January 1970 • police officers who died in the line of duty • members of the Service who achieved notoriety in areas of politics, science, art, literature or any other field of human endeavour		Permanent. Transfer to QSA after business action completed.	14 November 2025

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	• police officers where their dismissal from the Service caused more than ordinary interest in the media or community • police officers who were award recipients for significant awards including, but not limited to, the Queensland Police Service Bravery Award and the Exemplary Conduct and Valour Award • staff members who left prior to 1 January 1950 and who achieved a level of 1-10 (AO6) or higher • staff members who left between 1 January 1950 and 1 January 1980 and who achieved a level of 1-15 (AO7-4) or higher • staff members who left after 1 January 1980 and who achieved a level of 1-20 (Senior Executive Service) or higher • heads of departments, sub-departments, important divisions or major government offices in the Queensland Police Service • any staff member who achieved a level of Senior Executive Service, Assistant Commissioner or higher. Records, data and information may include, but is not limited to: • position descriptions • applications • correspondence • panel recommendations • vetting reports and other reports • RHS Awards • commendations			

Disposal Authorisation	Description of records	Date range	Retention period & trigger	Date authorised
	historical appointments. See <i>Disposal Authorisation 2846</i> for the management of significant police staff files not covered by this disposal authorisation. See <i>WORKFORCE MANAGEMENT – Employment History in the General retention and disposal schedule (GRDS)</i> for managing any other police staff files not covered by <i>Disposal Authorisation 2846</i> or <i>Disposal Authorisation 2903</i>.			