

SOURCE RECORDS

RETENTION AND DISPOSAL SCHEDULE

Authorised 03 June 2026

An authorisation under s.20 of the *Public Records Act 2023* for the disposal of source public records by all Queensland public authorities.

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 *Source records retention and disposal schedule* (the Schedule) authorises the disposal of source records after conversion to a new format or migration to a new system. This Schedule covers source records that are no longer required in their original formats for legislative or business purposes. Following the completion of the processes which result in the creation of a new public record in either a new format or a new system, and subject to the exclusions and conditions that are outlined in the disposal authorisations in this Schedule, the source record may be disposed of by your public authority. Following disposal of the source record, the new public record must be maintained for the life of the original record's minimum retention period.

Unless otherwise specified or excluded in the scope of the disposal authorisation, this Schedule applies to public records created in any format including, but not limited to, paper and digital records, provided that conversion or migration processes can be accurately conducted and verified.

The Schedule should be used in conjunction with the *General retention and disposal schedule* (GRDS) and the *General retention and disposal schedule Lite* (GRDS Lite), as well as a public authority's core business or sector schedule.

Repealed disposal authorisations

Repealed disposal authorisations must not be used to dispose of public records. Repealed disposal authorisations are:

- Disposal Authorisation 2074 *Physical Source records – General retention and disposal schedule* (GRDS)
- QDAN678 v.1 – *General retention and disposal schedule for digital source records*

When this schedule should not be used

It is an offence under s.129 of the *Criminal Code Act 1899* 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.

Records of Intrinsic Value

For some of the disposal authorisations in this Schedule, exclusion criteria have been included that prohibit the destruction of source records that are deemed to have intrinsic value.

Intrinsic value refers to the special qualities and characteristics of the original format that exist independently of its informational value and contribute to the record's overall significance. These distinctive features may be lost or diminished if the source record is copied, damaged or destroyed – for example, during digitisation or conversion to another format where only the content is retained.

Intrinsic value may include (but is not limited to):

- Records of significant aesthetic or format-based value e.g. artwork or handwritten ledgers from previous centuries with examples of lost handwriting styles
- Records of utmost personal significance to the subject of the record e.g. handwritten letters within an adoption file
- Records of historical significance e.g. original proclamations
- Records relating to a significant person or place e.g. a document signed by a prime minister
- Surviving records of a significant event/disaster/incident which resulted in the disposal or loss of public records.

Schedule layout

Each disposal authorisation has been allocated a unique number which must be used for the disposal of these 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 for records covered in the Schedule. Approval from the Chief Executive, or their authorised delegate, of your public authority is required prior to the lawful disposal of public records. 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 retention and disposal schedules is available on the [Queensland Government \(For Government\) website](#). Any enquiries about this Schedule or records management should be directed in the first instance to your Records Manager. If further information is required, please contact Queensland State Archives on (07) 3037 6777 or via the [Queensland Government \(For Government\) website](#).

Approved by the Queensland State Archivist: Louise Howard

Date: 03/06/2026

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SOURCE RECORDS

The disposal authorisations outlined below cover the activity of disposing source public records (source records) that have either been successfully converted from one format to another or migrated from one system to another. A source record refers to a record that has been copied, converted or migrated from one format or system to another. The source records are those that remain following the successful conversion or migration.

Note: Source records may be an original record or a reproduction generated by an earlier copying, conversion or migration process.

In the context of this Schedule, conversion and migration are defined as follows:

Conversion is the process of changing records from one format to another, including (but not limited to) converting a public record:

- from a physical format to a digital format, or
- from one digital format to another digital format.

Common forms of record conversion include:

- Digitisation – the process of creating an accurate digital rendition of a physical record
- Format migration – the process of transforming a digital record from an ageing/obsolete file format to a new file format.

Migration involves the process by which public records are transferred from one hardware/software configuration to another, or from one generation of computer technology to a subsequent generation. In terms of source records, this Schedule specifically covers the disposal of digital source records that:

- have been successfully migrated as part of a planned and documented migration project, e.g. the migration of a finance or electronic records management system to a new system, or
- where a copy has been exported from a business system and digitally transferred to Queensland State Archives for preservation in the Digital Archive.

This Schedule does not cover records where copies are either made as part of normal business activities (e.g. duplicates of the same document) or routinely migrated to a current business system (e.g. the transfer of an email to an Electronic Document and Records Management System (EDRMS)). The disposal of such records is covered by Disposal Authorisation 1271 *Copies* in the [General retention and disposal schedule](#) (GRDS).

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
SOURCE RECORDS THAT HAVE BEEN CONVERTED <i>Conditions for the destruction of source records that have been converted to a new format.</i> See <i>relevant guidance</i> for converting public records to new formats e.g. digitisation and file format migration. <i>Both DA 2940 and DA 2941 <u>exclude the following</u>:</i> <i>Records that have not been successfully converted in accordance with the conditions outlined in these disposal authorisations</i> <i>Records that have already been transferred to the Queensland State Archives collection and are on loan to the public authority</i> <i>Records that are subject to a protection notice or other legislative obligations requiring the retention of the source record</i> <i>Records that contain unique properties, evidence or information in their original format that cannot be reproduced in another format</i> <i>Records that are considered to have <u>intrinsic value</u> in their original format which would be lost if the records were converted to another format</i> <i>Records that are, in their original format, of significance to the identity of First Nations peoples and communities</i> <i>Records created before 1 January 1980 with a permanent retention period in a current disposal authorisation.</i> <i><u>Note</u>: if a public authority wants to digitise or convert a permanent record created before 1 January 1980 and destroy the source record, authorisation must first be obtained from the Queensland State Archivist.</i>			
2940	Temporary source records This disposal authorisation covers source records with a temporary retention period in a current disposal authorisation that have been converted to a new format. To use this disposal authorisation, the following conditions <u>must</u> be met: - The source record does not fall under any of the excluded records categories - The source record has a temporary retention status under a current disposal authorisation issued by the Queensland State Archivist - Your public authority has developed, documented and implemented defensible process for conversion activities, including the appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities	Destroy the source record after conversion or digitisation once all conditions outlined in this disposal authorisation have been met.	03 June 2026

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	• All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • The converted record must be an accurate, legible and authentic reproduction of the source record in its entirety • The converted record must be managed and maintained in accordance with any standards made and issued by the Queensland State Archivist under section 46(1)(a) of the <i>Public Records Act 2023</i>.		
2941	<i>Permanent source records created on or after 1 January 1980</i> This disposal authorisation covers source records created on or after 1 January 1980, with a permanent retention period in a current disposal authorisation, that have been converted to a new format. To use this disposal authorisation, the following conditions <u>must</u> be met: • The source record does not fall under any of the excluded records categories • The source record has a permanent retention status under a current disposal authorisation issued by the Queensland State Archivist • Your public authority has developed, documented and implemented a defensible process for conversion activities, including the appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • The converted record must be an accurate, legible and authentic reproduction of the source record in its entirety • The converted record must be managed and maintained in accordance with any standards made and issued by the Queensland State Archivist under section 46(1)(a) of the <i>Public Records Act 2023</i>.	Destroy the source record after conversion or digitisation once all conditions outlined in this disposal authorisation have been met.	03 June 2026

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
SOURCE RECORDS THAT HAVE BEEN MIGRATED TO ANOTHER SYSTEM <i>Conditions for the destruction of digital source records that have been:</i> 1) <i>subject to migration processes and replaced by digital records that have been checked and verified by an appropriate delegate using quality assurance procedures, or</i> 2) <i>transferred to the QSA Digital Archive as part of a digital transfer and have been checked and verified by Queensland State Archives.</i> See <u>relevant guidance</u> for migrating public records to <u>another system</u> or <u>another public authority</u>.			
2942	<i>Digital source records post migration</i> This disposal authorisation covers digital source records that have been migrated to another system. It includes the migration of records across systems both within a particular public authority and from one public authority to another (e.g. as part of a Machinery of Government process). To use this disposal authorisation post migration, the following conditions <u>must</u> be met: • Your public authority has developed, documented and implemented a defensible process for migration activities, including the appropriate quality assurance checks, which has been approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • All disposal is approved by your public authority's chief executive or their authorised delegate with disposal responsibilities • A verified migrated version of the record is maintained in the new system and retained for the minimum retention period approved in a current disposal authorisation issued by the Queensland State Archivist • In the case of migrating records to another public authority, the receiving public authority has provided written verification that the migrated version of the record has been transferred correctly.	Retain digital source records until all conditions outlined in this disposal authorisation have been met.	03 June 2026

Disposal Authorisation	Description of records	Retention period & trigger	Date authorised
	<i>Note: the receiving public authority is then responsible for maintaining the migrated record for the minimum retention period approved in a current disposal authorisation issued by the Queensland State Archivist.</i>		
2943	Source records post digital transfer to Queensland State Archives This disposal authorisation covers digital source records where a copy has been formally transferred to the Digital Archive and will serve as the authoritative version. To use this disposal authorisation after a digital transfer to Queensland State Archives, the following conditions <u>must</u> be met: • The digital record has been transferred to Queensland State Archives via an approved transfer method • Queensland State Archives have verified that the transferred version of the digital record has been successfully ingested into the Digital Archive • The transfer is recorded by your public authority and this transfer documentation, and any relevant metadata, is retained in accordance with Disposal Authorisation 1281 in the <i>General retention and disposal schedule</i> (GRDS).	Destroy digital source records once all quality assurance has been verified by Queensland State Archives.	03 June 2026